

EMERGENCY PURCHASE PROCEDURES:

- 1) In the event an emergency purchase must be made, all attempts should be made to obtain written competition in the form of online pricing, emailed or over-the-phone quotes, or catalog pricing.
- 2) Emergency purchases may be made during normal working hours of 8 am and 4:30 pm, Monday through Friday. Only Department Head or Elected Official is permitted to make emergency purchases outside of these hours.
- 3) The user department will complete an **Emergency Purchase Explanation** form and an **Emergency Purchase Requisition** form and will send both forms in a single email to the Finance Department at LFields@blounttn.org
- 4) Upon Finance approval, the form will be emailed to the Purchasing Department at purchasing@blounttn.org for approval.
- 5) The user department will then proceed with making purchase via eProcurement MasterCard or by paying out of pocket.
- 6) The user department must obtain a detailed receipt or order confirmation and email, scan, fax, or send a smart phone photograph of the document to purchasing@blounttn.org.
- 7) Out of pocket purchases will be reimbursed to the employee making the purchase.