

**Effective Date:** November 2020  
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**Policy Owner:** Chief Financial Officer  
**Approved by:** President  
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## **EMERGENCY PROCUREMENT**

### **Policy Statement**

During a NewU Emergency it may not be advantageous or practicable for NewU to use competitive bidding methods or to follow standard administrative processes that could delay expeditious response efforts. Therefore, the CFO or a designee, may waive the competitive bidding and approve expedited procurement of goods and services that are essential in the response to an Emergency.

### **Reason for Policy**

The purpose of this policy is to allow for the expeditious acquisition of goods and services which are necessary to respond to an Emergency.

### **Scope**

The Policy on Emergency Procurement applies to all NewU Faculty and Staff.

### **Policy**

Faculty and Staff should, on an ongoing basis, anticipate their need for goods and services so that procurements during Emergencies can be avoided. In the event of an Emergency, they are required to follow standard procurement policies when possible. However, if circumstances warrant immediate acquisition of goods or services to respond to an Emergency, the CFO or a designee may waive competitive bidding requirements to acquire goods or services with costs expected to exceed the quotes/formal bid processes thresholds. This waiver must be documented in written form or by e-mail. In addition, at the direction of the CFO or a designee, shall establish appropriate procedures for Emergency procurement to maintain the continuity of NewU's business operations.

Prior to the acquisition of any goods or services, the individual in charge of the acquisition must confirm that sufficient funds are available to cover the costs of procurements and, if they are not, must specifically request the funds from the CFO or a designee. Approval of such requests must be in written form or by e-mail. The individual in charge of the acquisition must track Emergency spending and submit financial documentation and reasoning for the Emergency procurement to the CFO within 30 days of the conclusion of the incident or upon request.

Purchase agreements entered into in a manner that is inconsistent with NewU's procurement policy by any person shall be voidable by NewU.

## **Definitions**

*Emergency*: An occurrence, whether natural or human-caused, intentional or accidental, that threatens the health or safety of NewU community, causes loss or damage to NewU property or environment, and/or disrupts normal NewU operations and, therefore, warrants immediate action.

**[End]**