

# DOCUMENTS REQUIRED FROM AGENCY FOR AN EMERGENCY PURCHASE

Emergency Purchase: A purchasing method used when unforeseen causes arise. Emergency purchases are not used for hardship resulting from neglect, poor planning or lack of organization by the agency.

The information below is a checklist of agency responsibilities in processing an Emergency Purchase. Please note that while this information is accurate in most cases, there may be occasion where additional information may be necessary or required.

## CHECKLIST FOR EMERGENCY PURCHASES

✓	DESCRIPTION
	<b>Obtain Approval from the Purchasing Director.</b>
	<b>WV-35 Purchase Requisition or RQH Screen (TEAM)</b> signed by agency (include copy of approval from Purchasing Director).
	<b>*WVFIMS Agency Cover Sheet (P-Document)</b> . Not applicable for open-end contracts.
	<b>Written Agency Justification for Emergency Purchase.</b>
	<b>Pre-approvals</b> , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Design Build Board, Capitol Building Commission, WV Association of Rehabilitation Facilities, Surplus Property, Statewide Interoperability Executive Committee)
	<b>Emergency Bids</b> (at least three are required or explanation of efforts to obtain bids if three cannot be obtained).
	<b>Signed and Dated Quote</b> from Selected Vendor (written agency justification required if low bid is not selected).
	<b>Purchasing Affidavit</b> signed and dated by successful vendor (may be provided through bid process).
	<b>Verification of Vendor Properly Registered with the Purchasing Division</b>
	<b>Verification of Vendor in Good Standing</b> (with all laws and requirements of the state, including Secretary of State, Insurance Commission, and Workers Compensation).
	<b>Certification of Non-Conflict of Interest</b> (signed by Agency Procurement Officer and other appropriate staff).
	<b>WV-96 Agreement Addendum (or WV-96A for Software)</b> signed by vendor and agency, if applicable.

\*Projects that are funded by sources whereby invoices will not be processed by the State Auditor's Office do not require a P-Document. However, in those cases, the funding sources must be named on the WV-35 Purchase Requisition to be carried forward on the purchase order.

*Revised March 15, 2012*