



UNC CHARLOTTE

PURCHASING DEPARTMENT

2.7 Emergency Purchases

Emergencies are defined as situations which endanger life, property, or the continuation of vital programs. True emergency situations may require the immediate purchase of equipment, materials, or services and the University is authorized to make such purchases up to its delegation of \$500,000. The Purchasing Office has the sole authority for entering into contracts to secure materials or services in an emergency situation.

Contact the Purchasing Office if you have a true emergency situation that requires the purchase of materials or services. If the emergency occurs outside of normal business hours, the Director of Materials Management or the Purchasing Manager should be contacted for assistance. If both are unavailable, the purchase may be made and must be fully documented the next working day.

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