



UNC CHARLOTTE

PURCHASING DEPARTMENT

2.8 Pressing Need Purchases

“Pressing Need” conditions are defined as unforeseen situations which have created a requirement for immediate purchase (or rental) of equipment, materials, or services. The causes for such situations may include: delays by contractors, delays in transportation, breakdown of machinery, or unanticipated volume of work.

Pressing Needs are similar to Emergency Purchases; however, competition among at least three vendors should be sought since there is no immediate danger to life or property. Additionally, requisitions for Pressing Need purchases must be submitted to the Purchasing Office with a written explanation of the circumstances. The Purchasing Office will assist in soliciting quotes, as applicable, and authorize the purchase.

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