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.