



IRVING CONVENTION CENTER
AT LAS COLINAS

EMERGENCY PURCHASING POLICY

Any emergency purchase is defined as a non-budgeted purchase necessitated where property, life, health or public safety is in jeopardy, *i.e.*:

- A public calamity that requires the immediate appropriation of money to relieve the necessity of the Irving Convention Center's users or to preserve the property of the ICC.
- A necessity to preserve or protect the public health or safety of the ICC's users.
- A necessity due to unforeseen damage to public machinery, equipment or other property.

All efforts should be made by the facility operator to anticipate the building's needs, allowing sufficient time to follow the proper and most cost-effective method of purchasing. However, should a situation arise that may be an emergency, the General Manager will make that determination.

Once an incident has been determined an emergency requiring an emergency purchase to resolve, the General Manager will notify the Irving Convention & Visitors Bureau Executive Director of the situation, the recommended resolution and submit the Request for Emergency Purchase and the Emergency Purchase Detail. (This may be done via email.) The ICVB Executive Director will immediately notify the Board Chairman and Vice Chairman, although no formal action is required on the Board's part. The full board should then be notified, and a copy of the completed documentation provided in the next ICVB Board of Directors meeting, at which time any necessary budget adjustments may be completed as well.



IRVING CONVENTION CENTER
AT LAS COLINAS

REQUEST FOR EMERGENCY PURCHASE

Emergency purchases are defined as a non-budgeted purchase where property, life, health or public safety is in jeopardy. Emergency purchases are normally not allowed unless sufficient time or circumstance does not permit the proper method of procurement. An emergency purchase is one which is defined as a condition resulting from a sudden unexpected happening or unforeseen occurrence or condition and situation wherein health or safety of lives are endangered, the situation will continue to worsen, or where there will be damage to the functional capability of the Convention Center.

EMERGENCY PURCHASE REQUEST FOR: _____

REQUESTED SUPPLIER/S: _____

COST ESTIMATE: \$ _____

A copy of the vendors' invoice or quote should be attached; once the work is completed a final invoice should be added to this document.

STATEMENT OF NEED:

This is an immediate purchase in order to obtain goods or services to avoid a substantial hazard to life or property or serious interruption of the operation of the Convention Center. I know of no conflict of interest on my part or personal involvement in any way with this request, nor that of SMG. No gratuities, favors or compromising action have or will take place.

General Manager, Irving Convention Center

Date

Signature of ICVB Executive Director

Date



IRVING CONVENTION CENTER
AT LAS COLINAS

EMERGENCY PURCHASE DETAIL

1. Please describe the item and its function:

2. This emergency purchase is declared to acquire goods or services which, if not immediately initiated, will (check all that apply):

- Place property in jeopardy.
- Endanger life.
- Place Health or public safety in jeopardy.
- Endanger the functional capability of the Bureau
- Sufficient time or circumstance does not permit the proper method of Procurement.

Explanation:

Date