



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
2/01/92**

**REVISION
5**

**PAGE
E1-140.0**

SUBJECT

PURCHASING

SUB-TOPIC

EMERGENCY COVERAGE

Emergency coverage by Purchasing is intended to assist personnel who are confronted with an emergency situation at a time other than during the usual hours of operation. It is only for that purpose!

If an emergency arises such that if parts or services are not obtained immediately, severe damage to life or property could occur or great financial and operational loss would result, contact either:

Director of Procurement Management
Senior Buyer

at their respective residences. Phone numbers for these individuals are available through the University Police (Ext. 2020/2331).