



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PURCHASING

SUB-TOPIC

PURCHASES THROUGH THE TEXAS BUILDING AND PROCUREMENT COMMISSION, Continued

Submission of an emergency purchase request must be accompanied by a written explanation by the requisitioning department detailing the nature of the emergency. Failure to do so may cause the Texas Building and Procurement Commission to refuse approval for payment of the invoice until a detailed report is presented.