

 YUKON ENERGY	Goods & Services Guidelines GS-009	DEPARTMENT:	INQUIRIES TO:	TOPIC:
		All	Corporate Services	Emergency Purchases Guideline
		ISSUED:	REVIEW DATE:	APPROVED BY:
		March 2006	February 2009	_____ Director, Corporate Services

1.00 Purpose

1.01 Situations arise whereby an exception to Yukon Energy’s Purchasing Policy and related Guidelines may be required. Emergency purchases represent one of these potential situations. Typically, emergency purchases result when an unforeseeable situation or urgency exists. Failure to anticipate a need or lack of planning is not of itself considered a bona fide emergency. Proper planning will eliminate most “emergency” purchases.

2.00 Procedure

The following is the procedure for requesting an emergency purchase:

- 2.01 Submit a completed Purchase Requisition to Corporate Services clearly indicating the goods and services to be purchased. Any associated documents (e.g. Vendor quote, drawings, etc.) must be included with the Purchase Requisition.
- 2.02 Clearly mark “Emergency Purchase” on the Purchase Requisition and state the nature of the emergency to qualify for processing under the guidelines.
- 2.03 Proposed emergency purchases will be processed in the most expeditious manner to secure the goods or services in a timely manner to satisfy the emergency situation. The appropriate processing action will be taken by Corporate Services and can include a non-competitive purchase. The authorized employee will need to complete a Non-competitive request form.
- 2.04 Corporate Services will issue a Purchase Order and/or Contract to the Supplier.
- 2.05 Any revisions/corrections to an emergency purchase must be done by way of Change Order request. Corporate Services will issue all Change Orders.

3.00 Emergency Purchase Signing Authority

3.01 All emergency purchase transactions are to be requested only by authorized employees in accordance with Yukon Energy’s Signing Authority Policy.

4.00 Document Retention

4.01 Corporate Services will retain all original documents, including bids complete with supporting documentation for a period of six years plus current year for audit purposes.