

	City of Murrieta City Council Policy	
	POLICY: AUTHORITY FOR USE OF EMERGENCY PROCUREMENT CARD	
	POLICY NO.: 400-01	DATE: January 20, 2009

PURPOSE

To delegate expenditure authority for individuals responding to a city emergency.

POLICY

- A. Situations may occasionally arise, due to an immediate need or emergency situation, when ordering outside of the standard procurement procedures is necessary. It shall be the policy of the City Council that during cases of such emergency as defined by Murrieta Municipal Code 2.60, the City Manager, or appointed officials as listed below, may on a case-by-case basis authorize purchases through the use of the City’s emergency procurement card.
- B. The transaction limit shall be established for single transactions at \$25,000, and a monthly limit of \$100,000.
- C. The emergency procurement card shall be stored in the police evidence room.
- D. Definitions
 - 1. Emergency – for purposes of this Policy, an emergency shall be defined by Murrieta Municipal Code Section 2.60.
 - 2. Instances of emergency can include, but is not be limited to:
 - a. Disasters such as caused by fire, flood, storm, epidemic, riot, earthquake, drought, or energy shortage;
 - b. The existence or threatened existence of which has been proclaimed by the City Council or the Director of Emergency Services;
 - 3. Reasonable costs – all necessary action shall be taken that purchases are necessary, justifiable, and at market cost.
- E. To the extent possible during an emergency, the completion and authorization of a purchase order should be the preferred method of contracting.

PROCEDURE

- A. During an incident as defined above, City protocol for emergencies shall be followed.
 - 1. The City Manager, acting as Director of Emergency Services, shall request the City Council proclaim an emergency.
 - 2. During the period of time when an emergency is proclaimed and the City Council takes action to ratify the proclamation, the City Manager, acting as the Director of Emergency Services, shall have the authority to procure vital supplies, equipment and other such provisions according to Murrieta Municipal Code 2.60.
- B. When such emergency has been ratified, the following City officials may be authorized to purchase goods and services using the City’s emergency procurement card:

1. City Manager/Director of Emergency Services
2. Assistant Director of Emergency Services
3. Assistant City Manager
4. Chief of Police

5. Fire Chief
6. Finance Director
7. Information Services Manager
8. Maintenance Supervisor
9. Public Works Director
10. Purchasing Manager

HISTORY

Adopted January 20, 2008


GARY THOMASIAN
Mayor