



**Office of the Auditor**  
Division of Financial Services

**Memo**

**Date:** April 17, 2024  
**To:** Utah County Public Works Director  
Utah County Sheriff  
Utah County Health Department Executive Director  
**From:** Robert Baxter  
**Re:** Emergency Procurement Delegation

In emergency situations, should it be necessary to obtain supplies, repair parts, or secure services before there is time to solicit quotations, the Purchasing Agent or County Administrator may authorize the County to enter into a contract for the goods or services. Emergency purchases shall be defined as purchases of supplies, equipment, or services necessary to continue a County operation that is in jeopardy, to protect public safety, or to protect public property.

In accordance with Utah County Procurement Policy Section 4.5, I delegate to the Utah County Public Works Director, the Utah County Sheriff, and the Utah County Health Department Executive Director the authority to make the determination whether an emergency condition exists and to make emergency procurements up to \$50,000.

At the conclusion of the immediate emergency situation, the Purchase Requestor shall provide written documentation to the Purchasing Agent, and the purchase shall be recorded appropriately in the County's financial system.