Policy # 2025 - 1-29

Emergency Purchase Ratification Policy

Purpose

This policy establishes the procedures for requesting, reviewing, and approving emergency purchases that require ratification by the Board of Commissioners (BOC). The intent is to ensure transparency, accountability, and compliance with procurement and legal standards while addressing urgent needs in a timely manner.

Scope

This policy applies to all departments within the County Government when requesting approval for emergency purchases outside of the normal procurement cycle.

Definition

Emergency purchases means those purchases made necessary by situations which could not be anticipated by the department or elected official, usually involving life-threatening circumstances or risks of injury, or resulting in work stoppages, undue delay or occurring during non-business hours when the ordinary purchase procedures cannot be followed.

Policy

Emergency purchases may only be ratified under the following conditions:

1. **Emergency Verification**
    - The requesting department must clearly demonstrate the need for an emergency purchase.
    - Emergency purchases are limited to situations where delay until the next scheduled BOC meeting would cause significant disruption, risk, or harm.
    - Items that can reasonably wait until the next scheduled meeting do not qualify.
2. **Documentation Review**
    - All required documentation must be submitted to and verified by the Purchasing Division of the Finance Department prior to consideration.
    - If the purchase involves a contract or agreement, the County Attorney must review and approve the documentation. Procurement will send to County Attorney for approval.
    - Requisitions that do not involve a contract or agreement do not require Legal review.
3. **Executive Review**
    - Once documentation is confirmed by the Finance Department and Chief Financial Officer (CFO), the request will be submitted to the Chief Operating Officer (COO) for review and to verify operational need.

- The COO is responsible for obtaining ratification approval from the Board of Commissioners.

4. **Notification of Approval**
   - Following ratification by the BOC, the COO will notify Purchasing, the CFO, and the requesting Department of the decision.
5. **Alternate Authority**
   - If the COO is unavailable, the Director of Government Affairs may be contacted to obtain ratification approval from the BOC.

Enforcement

Failure to follow this policy may result in delays, non-approval of requests, or other administrative actions. Departments are responsible for ensuring compliance with these procedures.

Approved this 16 day of September, 2025.

Rockdale County, Georgia
Board of Commissioners

By: JaNice Van Ness
JaNice Van Ness, Chairman

By: ______________________
Tuwanya Smith, Commissioner Post 1

By: Doreen Williams
Dr. Doreen Williams, Commissioner Post 2

Attest

By: ______________________
Jennifer Rutledge, County Clerk

Approved as to form:

By: ______________________
M. Qader A. Baig, County Attorney