

2.2.6. NON-DA URGENT REQUEST FOR PURCHASE ORDERS FOR GENPS

DEFINITION:

An **urgent (rush) request** at Los Angeles World Airports (LAWA) is a situation that creates an immediate or serious need for materials, supplies, equipment, or non-professional services within the next few days/weeks and cannot be met through the normal procurement methods. The RD obtains three (3) written quotes from three (3) separate vendors. Catalog/Internet prices are not considered quotes. This is also considered an informal bid.

Urgent Request for Purchase Orders, by definition is a rush, which cannot exceed \$25,000.00, order to meet an urgent need for goods, equipment and non-professional services. The Purchase Order is issued to confirm the lowest quote for price, terms and to provide remittance information for supplies, materials, equipment or services obtained outside an established DA contract, outline agreement or purchase order.

NOTE: Three quotes are only used to create Purchase Orders for items/services **urgently** needed. **Quotes are not used to enter into a contract.** A Request for Bid (RFB) must be initiated for that purpose.

It is recommended that the RD select quotes from companies that currently possess a Business Tax Registration Number (BTRC) and SAP Vendor number. If the selected vendor does not possess a BTRC No. and SAP Vendor Number, it is the RDs responsibility to work with the vendor to ensure compliance with these requirements.

POLICY:

In the case of urgent situation as defined above, and with the appropriate approvals as described below, a purchase order may be made to obtain necessary materials, supplies, equipment, or services to mitigate the urgent situation.

NOTE: An Urgent Purchase Order is not to be used in a situation whereby a lack of planning or proper monitoring of a contract has created the urgent need for the required materials, supplies, equipment or services (e.g. expired contract, expenditure authority exceeded, purchases made outside contract specifications).

Written justification: For all purchases made pursuant to this policy, a documented determination (justification) of the basis for the urgent purchase and for the selection of a particular supplier or contractor shall be a part of the transaction documentation. Staff should make every effort (when feasible) to solicit quotes from three (3) different vendors and to document the results of this effort in the file.

NOTE: A wizard entry is required. **PROCEDURES:**

The following steps must be performed to ensure prompt payment to the vendor.

STEP 1: ENTER PURCHASE REQUISITION IN SAP AND AN ENTRY IN PROCURMENT WIZARD

The Requesting Division's SAP Requisitioner enters a Purchase Requisition in SAP. The Requisitioner also enters the selected vendor's LAWA FAMIS issued Vendor Identification Code and uploads quotes into SAP.

To create a new SAP vendor code, e-mail a vendor completed and signed Vendor ID Form and copy of W-9 form to the FAMIS support inbox. Verification of the vendor's current Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN) status in SAP will facilitate invoice payment. If the vendor's BTRC is not current, vendor will be blocked in SAP and must submit an application (with appropriate fees) to the City's Office of Finance. Proof of the submission of BTRC request will temporarily release a selected vendor's blocked status until full approval is received.

STEP 2: RD ENTERS PROCUREMENT WIZARD REQUEST

PSD will determine the administrative requirements for the purchase. The RD is responsible for obtaining all administrative documents including obtaining a BTRC, Vendor Code, etc. for the selected vendor.

STEP 3: PSD CREATES PURCHASE ORDER

The RD secures the selected vendors compliance with administrative documents including obtaining a BTRC, Vendor Code, etc. a PSD Procurement Analyst (PA) reviews the request for compliance with policy and procedure. Upon approval of the administrative requirements, PA generates a Purchase Order through SAP. PSD Admin staff forwards copy of Purchase Order to vendor, RD and Accounts Payable.