

EMERGENCY PURCHASE APPROVAL FORM

NOTE: THIS FORM IS TO BE COMPLETED BY THE STAKEHOLDER REQUESTING THE EMERGENCY PURCHASE. PLEASE SUBMIT THIS COMPLETED FORM TO YOUR CHIEF (VIA EMAIL) WITH JUSTIFICATION AND A BRIEF DESCRIPTION OF THE EMERGENCY PURCHASE, ONCE YOUR CHIEF APPROVES THE EMERGENCY PURCHASE IT WILL REQUIRE FINAL APPROVAL FROM THE DIRECTOR OF PROCURMENT SERVICES.

Emergency Purchases (Board Policy 2006 Purchasing Authority)

Emergency purchases approved by the Director of Purchasing or Superintendent's designee may be made without a purchase order; however, these purchases shall be documented in accordance with procedures established by the Purchasing Department and approved by the Superintendent. **If these purchases fall within the amounts that require Board approval, they shall be presented to the Board at the next regular meeting.**

Requisition No.: _____ Req. Date: _____ Date Received by Buyer: _____

Name of Requestor: _____ Location: _____

Name of Procurement Staff Member: _____

Brief Description of Emergency (Items/Services):

Checklist:

- _____ Quote(s)
- _____ Emergency Purchase Approval Email (Contain Your Chief's Signature and Director of Procurement Services Approval)
- _____ Boardable (if applicable)
- _____ Facilities Service Agreement (FSA) (if applicable)
- _____ Contract Request (if applicable)

Additional Comments from Procurement: _____

Signature of Requisitioner

Date Signed

Signature of Chief

Date Signed