

CODIFICATION REFERENCE NUMBER: M 6422

DATE: March 16, 1998

PURCHASES NOT BUDGETED

RESPONSIBILITY:

The Board Secretary is authorized by the Board to declare as emergencies those situations in which the health or safety of persons on school premises is seriously endangered. Such emergencies shall be within the scope and intent of law.

PROCEDURES:

1. The employee in charge of the building where the emergency exists shall submit a written statement to the Board Secretary certifying the nature of the emergency.
2. If conditions permit, the Board Secretary shall seek quotations from more than one source. If the expenditures are expected to be in excess of the bid threshold, the Board Secretary shall attempt to obtain no fewer than three quotations.
3. The Board Secretary shall inform the Board of the emergency as soon as practicable and present a resolution declaring an emergency situation at the next business meeting of the Board.
4. The Board Secretary shall submit all emergency documentation, including the certification of emergency, the requisition for goods or services, quotes for goods or services, and the Board resolution, to the County Superintendent of Schools and to the Bureau of Facility Planning Services within three days after the award of the contract for goods or services.