

San Bernardino County Superintendent of Schools Procedure 3310.2

Emergency Purchases

An emergency is defined by Public Contract Code Section 1102 as "a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services." From time to time, emergency purchases are necessary. Each request will be handled on a case-by-case basis.

Emergency purchase orders can be obtained by contacting the procurement team. If the purchase falls within the criteria for an emergency, the requestor will create a requisition in the purchasing system, and the procurement team will generate an emergency purchase order. Procurement will send a copy of the purchase order to the vendor. Accounts payable will not be able to make payments against the purchase order until the requisition has been fully approved.

The organizational credit card may also be utilized for emergency purchases of authorized items with prior approval from the Program Manager, Procurement and Warehouse Services or Manager, Procurement Services. The requestor must retain the receipt to attach to the organizational credit card monthly statement, along with the approving email from the procurement management team. For after-hours emergency facility repair, prior approval for organizational credit card use is not required. The Program Manager, Procurement and Warehouse Services or Manager, Procurement Services must be notified by the next business day.

Some emergency purchases may be accomplished through the revolving cash fund. The maximum amount for an emergency expenditure is one hundred dollars (\$100), unless otherwise approved by the appropriate authority. Contact Internal Business Services for approval.

Approved: August 24, 1993

Revised: January 15, 2002

Revised: May 1, 2003

Revised: January 8, 2009

Revised: December 17, 2024

Date Approved	
Ted Alejandre County Superintendent of Schools San Bernardino County, California	
By	