DARLINGTON
COUNTY SCHOOL DISTRICT

JUSTIFICATION FOR EMERGENCY PROCUREMENT

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of SC Code § 11-35-1570; SC Reg. § 19-445-2110 and according to the Darlington County Procurement Code § 1570 .

Darlington County School District proposes to procure _____

as an emergency procurement from _____.

The basis for this emergency determination and the reason no other vendor is suitable is:

_____.

School/Department _____

Fund Manager Approval _____ Date _____

Procurement Approval _____ Date _____

NOTE: Determination and basis of emergency is required information; additional information may be requested as deemed necessary by the Procurement Department.

Emergency Procurement Justification

Emergencies exist when there is an ***immediate*** threat to the health, welfare, or safety of people and/or property. The officials who determine that an emergency exists are limited to the Superintendent, Chief Business Officer, Purchasing Officer, and other employees designated by the Superintendent. As a general rule, emergency purchases are made by the Superintendent, or other employees designated by the Superintendent, after consultation with the Purchasing Officer.

Emergency procurements shall be made with as much competition as is practicable under the circumstances.

Emergency procurements require thorough documentation and file retention for auditing purposes.

An Emergency Procurement Request Form must be completed and forwarded to the Purchasing Officer prior to the release of any purchase order specified as an emergency procurement. The Purchasing Officer will obtain the written approval of the Superintendent or Chief Business Officer, if justification is satisfactory. The purchase order will then be released and a copy of the approval justification form will be returned to the school or department and ***must*** be filed with the file copy of the purchase order maintained in each school or department for audit purposes.