SPARTANBURG COUNTY SCHOOL DISTRICT FOUR

STRONGER TOGETHER

EMERGENCY PROCUREMENT FORM

In Accordance with South Carolina Code of Laws, 1976, as Amended

Section 11-35-1520
(Emergency Purchases)

This form is to be used to document and approve emergency procurements made in accordance with SC Code § 11-35-1520. Emergency procurement is authorized only when there is a declared emergency or a situation that demands immediate action for the preservation of public health, safety, or welfare and when the delay resulting from the procurement process would be detrimental to the public interest.

SECTION 1: REQUEST INFORMATION

Requesting Department/School: _____ Date of Request: _____

Requesting Contact Name: _____ Title: _____

Phone Number: _____ Email Address: _____

SECTION 2: EMERGENCY JUSTIFICATION (REQUIRED)

Provide a detailed description of the emergency situation necessitating immediate procurement.
Include the nature of the emergency, potential impact or risk to the District, students, staff, or property if the procurement process is not waived, and why the situation requires immediate action.

Date and Time Emergency Occurred or Identified: _____

Location of Emergency: _____

Type of Emergency (Check all that apply):

☐ Health/Safety ☐ Property Damage ☐ Security ☐ Utility/System Failure ☐ Other _____

SECTION 3: GOODS/SERVICES INFORMATION

Description of Goods/Services Needed: _____

Reason these Goods/Services are Necessary to Address the Emergency: _____

Estimated Cost: $ _____ Vendor/Provider Name: _____

Vendor/Provider Contact: _____ Phone Number: _____

Basis for Selection of Vendor/Provider: ☐ Availability ☐ Capability ☐ Previous Relationship ☐ Other _____

SECTION 4: CERTIFICATIONS AND APPROVALS

By signing below, I certify that this procurement is an emergency purchase as defined in SC Code § 11-35-1520 and that the delay resulting from the procurement process would be detrimental to the public interest. I further certify that to the best of my knowledge, the information provided is true and accurate.

Requesting Official Signature: _____ Date: _____

Printed Name: _____ Title: _____

Department Head/Principal Signature: _____ Date: _____

Printed Name: _____ Title: _____

Chief Operations Officer Designee Signature: _____ Date: _____

Printed Name: _____ Title: _____

(Approval by Chief Operations Officer Designee is required prior to issuance of purchase order or payment.)

SECTION 5: POST-EMERGENCY DOCUMENTATION (REQUIRED)

SC Code § 11-35-1520 requires that a written statement be made available for public inspection.
Please attach the following and submit to Procurement within 5 business days of the emergency purchase.

☐ Detailed description of the emergency and the actions taken
☐ Itemized invoice or receipt
☐ Documentation of cost reasonableness, if available
☐ Photos or other supporting documentation, if applicable

Date Documentation Submitted to Procurement: _____

Procurement Officer Initials: _____

SPARTANBURG COUNTY SCHOOL DISTRICT FOUR
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