

EMERGENCY PURCHASE ORDERS

I. WHAT IS AN EMERGENCY?

- A. In the Education Code, an emergency is a situation that is a matter of personnel safety, to protect county property, or when classes cannot be held. For purposes of this procedure, repairs (i.e. plumbing, electrical) may be considered emergencies.
- B. Emergencies are not situations resulting from a failure to plan for a purchase in sufficient time to process the purchase requisition in the normal manner. Emergency purchase orders are not used for convenience or to bypass the normal purchase requisition process.

II. IF YOU HAVE AN EMERGENCY

- A. Enter a requisition into the Escape system. Add the word “emergency” in the comments section of the requisition.
- B. Call the Confidential Administrative Secretary to the Senior Executive Director of Finance and Business Services to give the purchase requisition number and describe the emergency.
- C. Finance and Business Services will approve the requisition and assign a purchase order number in Escape.
- D. Call the approved vendor and give them the purchase order number. The vendor will need to include this number on the invoice that is sent to MCOE.
- E. At the completion of the work, or at the time of purchase, request the vendor to either give you an invoice or send an invoice to MCOE. Remind the vendor to include the purchase order number on the invoice to prevent delays in payment.