

FINANCE – EMERGENCY REQUESTS – ADMINISTRATIVE PROCEDURES

Every effort should be made to avoid requests for emergency purchase order numbers by foreseeing needs and requesting as far in advance as possible. If an emergency does arise, the following procedures should be followed. (Since these procedures require special handling, we request that this privilege not be abused.)

1. Emergency materials from outside vendors:

When an emergency need arises for items or materials or services furnished by an outside supplier the general requisition form should be typed immediately; a telephone call or personal visit to the Business Office is then required for approval of the transaction and assignment of a purchase order number prior to any contact with an outside firm. The purchase order number should immediately be noted on the requisition. In no case should a contact be made with a firm prior to securing an approved purchase order number except to secure information. In any case where the materials are from an outside supplier, complete and thorough descriptions must appear on the requisition.

NOTE: To prevent the possibility of a double order occurring, the requisition should be clearly marked “CONFIRMING” – state whether or not a confirming copy should be sent to the vendor or whether it is for record only. Send the requisition to the Business Office as you would under normal circumstances. A purchase order must be typed even if you already have the merchandise.

2. SPECIAL NOTE – it must be remembered that no employee of the Bemidji School District is authorized to purchase materials or services, where charges are to be made to the district, without an authorized purchase order number. Personnel who disregard this provision will be obligated to pay the supplier from his personal funds.