

REGULATION

BAYONNE
SCHOOL DISTRICT

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Emergency Purchases Not Budgeted

R 6422 EMERGENCY PURCHASES

A. Authority

1. The School Business Administrator is authorized by the Board of Education to declare as emergencies those situations in which the health or safety of persons on school premises is seriously endangered. Such emergencies shall be within the scope and intent of law and Policy No. 6422.

2. The School Business Administrator is authorized to commit school district funds for the purpose of acquiring materials and services to abate an emergency.

3. The School Business Administrator shall notify the Superintendent as soon as possible regarding

- a. The nature of the emergency,
- b. The actions proposed to be taken, and
- c. The proposed purchase of materials and services.

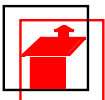
B. Procedure

1. Requisitions will be processed as required for necessary services and/or materials. In the event the emergency occurs after regular hours or on holidays or weekends and the purchasing unit staff is not available, the Superintendent of Buildings and Grounds may acquire necessary services and/or materials directly; any such acquisitions must be reported within 48 hours to the School Business Administrator with appropriately annotated requisitions.

2. An appropriate and accurate record will be made and kept, which describes the emergency and the measures taken.

3. If conditions permit, the School Business Administrator shall seek quotations from more than one source. If the expenditures are expected to be in excess of the bid threshold, the School Business Administrator shall attempt to obtain no fewer than three quotations.

4. When emergency conditions have eased, the School Business Administrator shall utilize the regular purchasing



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system to obtain estimates from suppliers, vendors, and contractors for materials and/or services that will eliminate the circumstances that created the emergency.

5. The School Business Administrator shall submit a final report to the Board describing

a. The nature of the emergency,

b. The time of its occurrence,

c. The need for invoking this regulation,

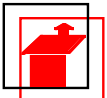
d. The action taken,

e. The costs of the action,

f. The accounts to be charged, and

g. The plan for preventing a similar situation in the future.

Issued: 28 July 1997



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