



To: Suanne Lee
Purchasing Supervisor

From:

Date:

Subject: Request for Emergency Purchase

Pursuant to F.S.287.057, F.A.C. 6A-1.012, and MCSB Policy 6320;

District school boards may dispense with requirements for competitive solicitations for the emergency purchase of commodities or contractual services when the superintendent determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the school district requires emergency action. After the superintendent makes such a written determination, the district school board may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without requesting competitive solicitations. However, such an emergency purchase shall be made by obtaining pricing information from at least two prospective vendors, which must be retained in the contract file, unless the superintendent determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety, or welfare or other substantial loss to the school district;

Items to be purchased: _____

Reason for purchase: _____

Date needed: _____

Reason why this purchase is not able to be processed through normal purchasing procedures in time to avoid an emergency request.: _____

If an emergency request is not granted, will it lead to additional cost/substantial loss to MCSD or immediate danger to the public's health, safety, or welfare or other substantial loss to the district?: _____

I hereby affirm, that proper notification of the emergency purchase will be presented to the MCSB within the guidelines of MCSB Policy 6320

Signature of Requesting Department Head

Authorization of Superintendent