

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 6110 **PAGE** 1 of 1

PROCEDURE TITLE: Emergency Purchases

STATUTORY REFERENCE: Sections 1001.65(1) AND 1010.04(2), Florida Statutes; Rule 6A-14.0734, Florida Administrative Code

BASED ON POLICY: VI-2 Bidding for Commodities and Services

EFFECTIVE DATE: August 2, 1978

LAST REVISION DATE: November 8, 2005; January 18, 2023

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I. PURPOSE

This Procedure establishes the circumstances where solicitation requirements mandated by Florida law, rule, or College policy and procedure may be waived.

II. PROCEDURE

The College President, or designee, may waive competitive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety, or when the College President or designee deems it necessary to prevent or mitigate damage to College facilities caused by an unexpected circumstance.

When practical, a Requisition shall be forwarded to the Purchasing Department for processing.

	01/18/2023
PRESIDENT	DATE