

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 6110

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PROCEDURE TITLE: Emergency Purchases

STATUTORY REFERENCE: FLORIDA STATUTES 1001.65(1) AND 1010.04(2) CHAPTER 6A-14.0734 STATE BOARD OF EDUCATION RULES

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

EFFECTIVE DATE: August 2, 1978

LAST REVISION DATE: November 8, 2005

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I. PURPOSE

This procedure applies when a situation exists whereby a delay due to the competitive pricing requirements or a delay due to the normal method of processing a Department Requisition would be detrimental to the best interest of the College.

II. PROCEDURE

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

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

	
	11/8/05
PRESIDENT	DATE