

# **Garnet Career Center Emergency Purchases -- Equipment and Supplies Procedure**

## **Goals & Objectives**

Garnet Career Center strives to keep state-of-the-art equipment and instructional supplies available for all staff, faculty, and students. If an emergency purchase is needed for equipment or supplies, there are specific steps to follow in order to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction.

## **Overview**

The principal will be notified by department chairs and/or the school technology specialist when an emergency order for equipment or supplies is needed. The principal will work with them to work through the procedure of replacing or repairing these items in a reasonable period of time by following the specific step-by-step instructions.

## **Step-by-Step Instructions**

Before an emergency purchase is made:

1. The warranty of the affected equipment is checked.
2. Maintenance is called for repairs.
3. If repairs cannot be made, a Faculty Senate meeting may be called to approve the expenditure.

The school technology specialist is contacted by the department chair about the need:

1. After reviewing the list of items made available to the school through the county designated vendors, the school technology specialist then decides which one is the most cost effective, as well as one that will meet the need. This decision will be made in conjunction with the department chair and principal.
2. A requisition for the order is then given to the school secretary
3. School secretary requests approval to order from the school administrator
4. School secretary submits the order to the appropriate person/department or vendor.

Directions from West Virginia Department of Education:

Competitive bids must be obtained whenever possible. If, in the opinion of the Local Education Agency (LEA), using sound judgment and discretion, time does not permit verbal bids to be received, the LEA must secure written approval from the chief executive officer of the agency to secure necessary services and supplies without bids for only that period of time absolutely necessary to abate the emergency.

All purchase order and/or contract awards shall be made to the lowest, responsible bidder meeting specifications. Should the award not be made to the lowest priced bidder, a written justification shall be placed on file with the bids that documents the reason the low price was rejected.

### **Personnel Responsible**

Department chairs, principal, school secretary, and school technology specialist are responsible for the procedures to attain emergency repairs or purchases for equipment and supplies.

### **Evaluation**

The school technology specialist, department chairs, and principal will evaluate if the emergency repairs or purchase have met the need in a timely manner.