Emergency Purchases

Charles Crawford
Division Director II
State Board of Education  STRATEGIC PLAN GOALS

1. **ALL** Students Proficient and Showing Growth in All Assessed Areas

2. **EVERY** Student Graduates from High School and is Ready for College and Career

3. **EVERY** Child Has Access to a High-Quality Early Childhood Program

4. **EVERY** School Has Effective Teachers and Leaders

5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

6. **EVERY** School and District is Rated “C” or Higher
To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens.
OBJECTIVES

- Keep you informed about Emergency Purchases and Expectations
- Keep you out of trouble – Cover Required Documentation
- Ensure all parties (CND/Business Manager) are on one accord
When to consider emergency purchases

We know you are in a difficult position!

• If items are not available due to supply chain disruptions, you may need to reach out to other suppliers
• We consider these as emergency purchases
• We understand that you may have to purchase off bid

Example: I have 1000 kids, but I only have 500 hamburger buns on hand. You can go to the grocery store and purchase the 500 buns that you need.
Emergency purchase are covered in our SA template

**Emergency Purchase**: If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the review official listed in Column E of the Chart of Procedures. The log of emergency purchases shall show:
1. Item name
2. Dollar amount
3. Vendor
4. Reason for purchase

**NOTE**: if you have not adopted the SA template, check your local rules for emergency purchases
Communication

Talk to your business officer now!

- Discuss any district specific processes (credit cards, coding, etc)
- How they expect emergency purchases to be made
- What our expectations are from the SA level – what we consider an emergency purchase
What records do you need to retain?

- Log of all emergency purchases
- Quote (item/amount/vendor)
- Justification for why this is an emergency purchase
Phone Quotes

What do you need to retain/record as proof you obtained a quote over the phone?

- Date/Time
- Vendor
- Item
- Amount
- Person receiving/recording the quote

NOTE: written is always better (email, etc), but if you have to resort to phone quotes, just keep the documentation.
**INVOICE**

**QC SUPPLY.**

PROJECTS | SOLUTIONS | EQUIPMENT | SUPPLIES

574 ROAD 11
PO BOX 581
SCHUYLER, NE 68661
Phone: 402-352-3167
qcsupply@qcsupply.com
www.qcsupply.com

**Page:** 1
**Customer ID:** 776614
**Invoice No.:** SPI-2344588
**Invoice Date:** 10/12/21
**Ship Date:** 10/12/21
**Terms:** NET 45 DAYS
**SalesPerson:** BILL McGEHEE
**Cust P.O.:** 2200808
**Ship Via:** BEST WAY
**Tracking #:**
**Due Date:** 11/26/21
**Our Order No.:** S-2221000

**SOLD TO:**
SCHOOL CENT OFFICE PO BOX 540
Von, MS 39602-0540
USA

**SHIP TO:**
CHILD NUTRITION

**Phone:**

**CODE DEFINITIONS: S = SHIPPED DIRECT, B = BACKORDERED**

<table>
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<tr>
<th>C</th>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>CUST. REF. NO.</th>
<th>ORD QTY</th>
<th>SHP QTY</th>
<th>UOM</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
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<td>343480</td>
<td>3 COMP LARGE HINGED TRAYS</td>
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<td>EACH</td>
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<td>$27.50</td>
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**Barnes Paper & Janitorial Supply**

1400 Sycamore Ave  
Greenwood, MS 38930  
662-453-3631  
662-453-8654

**Quotation**

<table>
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<tr>
<td>Description</td>
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<td>-------------------------------------------------</td>
<td>-----</td>
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</table>

I WILL CALL AS SOON AS WE RECEIVE. THERE ARE NO GUARANTEES. WE WILL GET THESE DUE TO ALLOCATIONS, BUT WHATEVER WE RECEIVE I WILL SHIP TO YOU.

LARRY
Non-Contracted Distributors

What to do if you are contacted by distributors/salesman

• Be wary of what products they are trying to sell you!
• Many of these companies don’t typically sell to foodservice
• Don’t purchase anything from them that is in supply on state bid; in those situations, there is no justification for purchasing off bid.
Tips

General Suggestions from the SA

• Primary objective is to feed the kids! We are not yet in a situation where you cannot meet at least the minimums for the meal components.
• Serve more dry goods at breakfast
• Buy fresh bread from local bakeries and save freezer space
• Sign up for tax exempt status at grocery/big box stores
• Record deviations from planned menu in production book – we (SA) are being very lenient!!
Questions
Non-Discrimination

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

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