Emergency Purchases

Charles Crawford
Division Director II
ALL Students Proficient and Showing Growth in All Assessed Areas

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

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

EVERY School Has Effective Teachers and Leaders

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

EVERY School and District is Rated “C” or Higher
VISION

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.

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community.
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: 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
Documentation

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**

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

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

**SHIP TO:**  
[Redacted]

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

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<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>CUST. REF. NO.</th>
<th>ORD QTY</th>
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<td>EACH</td>
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**Barnes Paper & Janitorial Supply**
1400 Sycamore Ave
Greenwood, MS 38930
662-453-3631
662-453-8654

**Quotation**
Page 1 of 1

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Date 29-Sep-2021
Valid Until

Salesman HOUSE Quote 198150
Terms Net 10th Prox.

- Food Service
MS
MPAK, INC.
1274 HIGHWAY 82 EAST
INDIANOLA, MS 38751

**Quote**

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**Name / Address**

[Redacted]

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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.
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
This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

Charles Crawford
Division Director II
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