



3000 - Finance 410 - Emergency Purchases

1. Policy

An “emergency purchase” is defined by the Board of Trustees (Board) as the purchase of goods or services that are so badly needed that Providence Hall Charter School will suffer financial or operational damage if they are not procured immediately, or if there is a gravely unsafe condition. A decision to purchase may be declared at the Executive Director’s discretion only in an emergency, but after consultation with the business office and/or the Board Chair (or designee) when possible. “Best value” procurement guidelines must be followed. Supporting documentation for purchases made under an emergency shall include a written explanation of the emergency condition.