

Carver Career and Technical Education Center
Procedure for Emergency Purchases of Instructional Supplies

The objective of the Emergency Purchases of Instructional Supplies Policy is to ensure continuity and occupational education relevant to today's state and industry standards.

Carver Career and Technical Education Center (CCTEC) follows Policy 28.1 regarding Emergency Purchase of Instructional Supplies. The Principal or appointed designee shall issue prior written approval for purchases in emergency instructional supply situations.

The budget for the acquisition of emergency supplies is titled "Supplies", and is found in Fund 13.

Steps of the policy are as follows:

1. Program Instructor assesses the level and the need of instructional supplies relevant to industrial need within the program.
2. Program instructor prices emergency instructional need.
3. Instructor submits a requisition form to the principal of CCTEC for the emergency instructional supply item.
4. The principal of CCTEC signs the requisition for approval of the emergency instructional item needed.
5. The purchasing secretary generates a purchase order number and purchase order document.
6. The purchasing secretary then has authorization to order the emergency instructional supply item via phone, fax, or online.
7. The program instructor receives the emergency instructional item through the school's purchasing agent. The receipt of the item is attached to the requisition and purchase order for accountability and auditing purposes.

The Principal and Assistant Principal of CCTEC follow the Accounting Procedures Manual for Schools and the Purchasing Policies and Procedures Manual. They establish an effective finance system as a management tool for planning and accountability. It is a system that ensures the resources will be safeguarded and used for the benefit of the students in each of the school districts. Financial records must be systematically developed and maintained to provide reliable financial information, which forms the basis for program evaluation, compliance with legal provisions, and the developing of public confidence in the school systems.

In order to ensure that only necessary emergency instructional supplies purchases are made, all purchases must have the prior approval of an employee who has supervisory authority over the individual initiating the purchase request. Purchases by employees who have the authority to approve purchase requisitions must have the approval of the county superintendent or designee, or principal of Carver Career and Technical Education Center.