

<b>Procedure Title</b>	<b>Purchasing - Confirmation Orders</b>		
<b>Date of Issue</b>	October 30, 2002	<b>Related Policy</b>	BP 3501-D
<b>Revision Dates</b>	June 12, 2013	<b>Related Forms</b>	
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			

**Procedure:**

**1.0 RATIONALE**

Emergency purchases are acceptable only when an Administrator, Manager or Superintendent verifies that the procurement of goods and/or services is necessary to prevent, or correct a dangerous or potentially dangerous safety condition, serious delay, further damage, or threat of an impending situation which may affect the environment, the life, safety, health and/or welfare of students, staff and/or the general public.

\*\*\* The use of expedited purchasing resulting from inadequate forecasting or poor departmental planning is not a practice supported by the board or its external auditors. \*\*\*

Confirming Orders are not, under any circumstances, to be used for the purchase of capital items.

**2.0 PROCEDURE**

- a) When an absolute emergency is realized, place an order with the supplier and, whenever possible, use a Procurement Card.
- b) Submit a detailed explanation to the Superintendent of Business explaining the action taken.
- c) Enter a confirming requisition to purchasing clearly identifying the "CONFIRMATION" along with the signed approval from the Superintendent of Business.
- d) Notify the vendor of the appropriate purchase order number for billing purposes.

Note: Unauthorized purchases are any purchases made in the name of the board without an authorized (signed) purchase order or procurement card and may be considered an obligation of the person making the purchase and not an obligation of the board.