



System Name:	Emergency Purchases and/or Repair of Equipment System
Effective Date:	August 1, 2014
Revision Date:	August 1, 2023
Standard:	Standard 5: B 2

Emergency Purchase and/or Repair of Equipment System

- If an emergency purchase and/or repair is required, the program instructor is to contact the administrator.
- The administrator will determine if there are sufficient funds in the programs budget.
- If there are sufficient funds in the programs budget they will be utilized.
- If there are not sufficient funds in the programs budget, the administrator will determine if there are other sufficient funds available in other non-program budget accounts. The administrator will also consult with the district financial officer and superintendent to receive additional district funds to pay for the necessary emergency purchase and/or repair.