



System Name:	Emergency Purchase of Instructional Supplies
Effective Date:	August 1, 2014
Revision Date:	August 1, 2023
Standard:	Standard 5: C4

### **Emergency Purchase of Instructional Supplies**

If an emergency purchase of instructional supplies is required, the program instructor is to contact the administrator.

The administrator will determine if there is sufficient funds in the program budget.

If there is sufficient funds in the program's budget they will be utilized.

If there is not sufficient funds in the program's 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 CFO and superintendent to receive additional district funds to pay for the necessary emergency purchase and/or repair.