

Agency Policy and Procedure

SECTION: Financial
SUBJECT: Emergency Purchases
POLICY NUMBER: 05.42

ATTACHMENTS:
APPROVAL DATE:
REVISION DATE: 2/2024, 7/25

Policy:

Routine purchasing procedures may be waived in extraordinary circumstances and replaced by emergency procedures only in the following circumstances: Directors may approve certain expenditures for emergencies occurring during weekends, holidays, or weekdays during non-business hours. Emergency purchases must be reported to the CFO with purchasing at the earliest possible opportunity in accordance with the general procedures of this policy.

Procedure:

1. Criteria for an Emergency Purchase to be Authorized:
 - a. The emergency arose or was recognized during non-business hours of the Accounting Departments.
 - b. Emergencies are defined as a life-threatening condition that would affect health, safety, and the welfare of anyone on First Resources Corp. premises.
 - c. The normal functioning and operation of the program would be seriously impaired if the usual purchasing policy and procedures were followed, which could have detrimental effects on life, property, or equipment.
2. Procedures of Purchases:
 - a. The Executive Director should use sound judgment in assessing an emergency and if possible, utilize vendors with whom the corporation has an established business relationship.
 - b. All programs should furnish a delivery slip, invoice, etc. documenting work performed, or supplies purchased.