



Preparing Every Student for Success in College, Career and Life

CENTER FOR EDUCATIONAL SERVICES
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Kent P. Scribner, Ph.D.
Superintendent

Bonnie Gonzalez
Division Manager - Purchasing

Emergency Purchase Checklist and Determination Form

Purchase Order PO #
Credit Card/P-Card Purchase Invoice/Receipt #

Date of Emergency Purchase: / /

Did the emergency condition create a serious need for materials, services, or construction that could not be met through normal procurement methods? (check appropriate box)

Materials Services Construction

Did the emergency condition seriously threaten

The functioning of the school or school district?
The preservation or protection of property?
Public health, welfare or safety?

Was the emergency purchase limited to the materials, services and construction necessary to satisfy the emergency need?

Yes No

Description of the Emergency and the Purchasing Measures taken:

Table with 10 empty rows for description of emergency and purchasing measures.

Total Purchase Amount: \$

This purchase is hereby approved in accordance with R7-2-1056(A) emergency purchase procedures defined the School District Procurement Rules and PUHSD Governing Board Policy.

Asst. Superintendent for Business & Operations

Date

- Alhambra
Bioscience
Bostrom
Trevor G. Browne
Camelback
Central
Cesar Chavez
Desiderata
Betty H. Fairfax
Franklin
Carl Hayden
Maryvale
Metro Tech
North
South Mountain
Suns-Diamondbacks