



REQUEST FOR EMERGENCY PROCUREMENT

*Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of the School District of Newberry County Procurement Code Section 1570. Justification needed only when total purchase exceeds \$2,500.00 before taxes. **NOTE: Request must be approved prior to purchase of equipment or service***

The School District of Newberry County Proposes to procure:

From Account #

The Basis for this Emergency purchase is* (May use additional page if needed)

School/Department

Procurement Coordinator Approval: _____

Meets Criteria

Does not meet Criteria

Superintendent (or Designee) Approval: _____

Approved

Not Approved