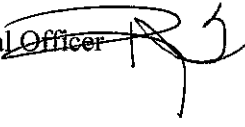




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2013-004
CONTACT: Vince Windham, CPPB
Program Director,
Purchasing
TELEPHONE: 833-7668

TO: School Principals, Department Heads, and Bookkeepers
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: August 13, 2012
SUBJECT: Emergency Repairs – Board Policy 2-17(A)(1)(a)

School Board Policy 2-17(A)(1)(a) allows for “Emergency Repairs” of vital equipment and/or critical building repair issues without first securing a purchase order. This School Board rule is to be used only when it is necessary to repair the vital equipment and/or building immediately and there is not sufficient time to submit a requisition for a purchase order to the contractor to prevent further damage. In the event you have a need to use a contractor for an emergency repair your school/department will need to follow up with a requisition within five business days of the service date. You will need to state on the requisition that the service is an “Emergency Repair”. If the requisition is not submitted within five business days of the service date you will need to submit your invoice along with a request for payment as a “Board Bill” directly to Kenn MacDonald, Specialist, in Accounts Payable.

Should you have any questions or need additional information, please contact the Purchasing Department at 833-7668. They are available to provide schools/departments assistance in processing their “Emergency Repairs”.