



EMERGENCY PURCHASES PROCEDURE

OPERATING | 500.582

Last Evaluation

1/3/2024

Executive Staff Approval

1/16/2024

1. Procedure Statement

This document outlines Mountainland Technical College's (MTECH) procedure in compliance with the Council on Occupational Education (COE) regarding emergency purchases.

2. Supplies

Each program has a purchasing card that enables a timely purchase of supplies and equipment in an emergency situation. Funds have been budgeted to cover these repairs or purchases. Emergency purchases over \$3,000 must be approved by the appropriate Associate Vice President or Vice President.

3. Repair of Equipment & Facility

In some instances, equipment used in specific areas of the College requires maintenance or repair to be effective for instruction and to ensure the safety of students, instructors and staff. Therefore, MTECH has put in place the following procedure for repair of equipment and facility.

- 3.1 For equipment and facility maintenance and/or repairs, the employee should notify the Facilities Department by sending a work order request using Flowpath, the computerized maintenance management system (CMMS). All replacements will be approved through appropriate procedures.

- 3.2 For repairs, construction, or other projects that alter the appearance of a facility, that are based on personal or departmental preference, will not be deemed an emergency, and a request must be submitted to and reviewed by the Space Committee.
- 3.3 For technology related maintenance, the employee will send a request to the Technology Department by means of an electronic or phone request to the Help Desk. The Technology Help Desk staff will take the appropriate action. All replacements will be approved through appropriate procedures.

4. Evaluation History

| Last Evaluation | Executive Staff Approval | Board Approval |
|------------------------|--------------------------|----------------|
| 11/18/2021 | 11/29/2021 | 12/2/2021 |
| 10/26/2022 | 10/31/2022 | 11/7/2022 |
| 5/10/2023 no changes | 5/15/2023 | |
| 1/3/2024 | 1/16/2024 | |