EMERGENCY EQUIPMENT AND SUPPLIES PURCHASES PROCEDURE

OPERATING | 500.582

Last Evaluation

10/28/2025

Executive Staff Review

11/03/2025

1. **Procedure Purpose**

   To support continuous instruction at Mountainland Technical College (MTECH), this document establishes procedures for the emergency purchase of instructional supplies and for the repair or acquisition of instructional equipment, within a reasonable period of time. This procedure is in compliance with the Council on Occupational Education (COE) Standard 5.B.3, regarding emergency purchases.

2. **Definitions**

   Council on Occupational Education (COE) - Mountainland Technical College's (MTECH's) accrediting body.

   Flowpath - Computerized Maintenance Management System (CMMS)

3. **References**

   Council on Occupational Education Handbook of Accreditation (2025 Edition), Standard 5.B.3

   MTECH *400.412 Purchasing and Storing Instructional Equipment and Supplies*

   MTECH *500.580 Procurement Policy*

   MTECH *500.581 Purchasing Thresholds and Limits Policy*

   MTECH *500.585 Asset Management and Disposition Policy and Procedure*

   MTECH *500.586 Maintaining/Replacing or Disposing of Obsolete Instructional Equipment Procedure*

   MTECH *Safety Equipment Inspection Plan*

4. **Emergency Purchases of Supplies and Equipment**

  4.1.1 Each program may use an MTECH purchasing card to obtain supplies and equipment needed immediately to continue instruction.

  4.1.2 Purchases must follow college policies and procedures in addition to MTECH, State and Federal safety standards.

5. **Equipment & Facility Repairs**

  5.1.1 Employees should submit a work order through Flowpath to request urgent equipment or facility repair

  5.1.2 The Facilities Department will prioritize these requests and document completion in the CMMS system.

  5.1.3 Requests involving non-emergency upgrades or aesthetic changes must be submitted to the Space Committee.

  5.1.4 Equipment which cannot be safely repaired should be replaced, following purchasing guidelines. All replacements costing over $3000 will be approved through the appropriate Associate Vice President or Vice President. This process can be accelerated as needed for emergency replacement.

6. **Technology Repairs**

  For technology-related emergencies, employees should contact the Technology Department Help Desk. The Technology Department will assess and act on requests in a timely manner.

7. **Inventory and Disposal**

  Any emergency purchase of equipment that exceeds $1000 will be added to the inventory record maintained by the Purchasing Department.
  Obsolete or non-repairable equipment must be disposed of according to the Maintaining/Replacing or Disposing of Obsolete Equipment Procedure

8. **Evaluation History**

Last Evaluation	Executive Staff Review
11/18/2021	11/29/2021
10/26/2022	10/31/2022
5/10/2023	no changes	5/15/2023
1/3/2024	1/16/2024
10/28/2025	11/03/2025