

Emergency Purchases

Charles Crawford

Division Director II

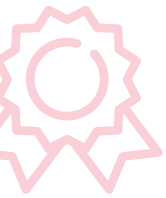
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MISSISSIPPI
DEPARTMENT OF
EDUCATION

Date





1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

Keep you informed about Emergency Purchases and Expectations

Keep you out of trouble – Cover Required Documentation

Ensure all parties (CND/Business Manager) are on one accord

When to consider emergency purchases

We know you are in a difficult position!



- If items are not available due to supply chain disruptions, you may need to reach out to other suppliers
- We consider these as emergency purchases
- We understand that you may have to purchase off bid

Example: I have 1000 kids, but I only have 500 hamburger buns on hand. You can go to the grocery store and purchase the 500 buns that you need.

Emergency purchase are covered in our SA template



Emergency Purchase: If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the review official listed in Column E of the Chart of Procedures. The log of emergency purchases shall show:

1. Item name
2. Dollar amount
3. Vendor
4. Reason for purchase

NOTE: if you have not adopted the SA template, check your local rules for emergency purchases

Talk to your business officer now!

- Discuss any district specific processes (credit cards, coding, etc)
- How they expect emergency purchases to be made
- What our expectations are from the SA level – what we consider an emergency purchase



What records do you need to retain?

- Log of all emergency purchases
- Quote (item/amount/vendor)
- Justification for why this is an emergency purchase



What do you need to retain/record as proof you obtained a quote over the phone?

- Date/Time
- Vendor
- Item
- Amount
- Person receiving/recording the quote



NOTE: written is always better (email, etc), but if you have to resort to phone quotes, just keep the documentation.

INVOICE



574 ROAD 11
PO BOX 581
SCHUYLER, NE 68661
Phone : 402-352-3167
qcsupply@qcsupply.com
www.qcsupply.com

Page: 1
Customer ID: 776614
Invoice No.: SPI-2344588
Invoice Date: 10/12/21
Ship Date: 10/12/21
Terms: NET 45 DAYS
SalesPerson: BILL McGEHEE
Cust P.O.: 2200808
Ship Via: BEST WAY
Tracking #:
Due Date: 11/26/21
Our Order No. S-2221000

SOLD TO:

SCHOOL CENT OFFICE PO BOX 540
Von , MS 39602-0540
USA

SHIP TO:

CHILD NUTRITION

[REDACTED]
[REDACTED]
[REDACTED]

Phone : [REDACTED]

CODE DEFINITIONS: S = SHIPPED DIRECT, B = BACKORDERED

C	ITEM NO.	DESCRIPTION	CUST. REF. NO.	ORD QTY	SHP QTY	UOM	UNIT PRICE	EXT. PRICE	
	343480	3 COMP LARGE HINGED TRAYS		160	160	EACH	39.64	6,342.40	N





Barnes Paper & Janitorial Supply
1400 Sycamore Ave
Greenwood, MS 38930
662-453-3631
662-453-8654

Quotation
Page 1 of 1

[Redacted] - Food Service
[Redacted]
[Redacted] MS [Redacted]

Date 29-Sep-2021 **Valid Until**

Salesman HOUSE **Quote** 198150
Terms Net 10th Prox.

Merch Total	\$27.50
Taxable Sales	\$0.00
Tax	\$0.00
Ship/Handling	\$0.00
Ppd Deposit	\$0.00
Total	\$27.50

Description	Item Code	Quantity	Price	Amount
To Go Tray Medium 3 Comp.	10101000	1	27.50	\$27.50

MPAK, INC.

1274 HIGHWAY 82 EAST
INDIANOLA, MS 38751

Quote

Date	Quote #
8/24/2021	Q00268

Name / Address
[REDACTED]

Rep	Project

Description	Qty	U/M	Total
TRAY TRAY 3 COMP 200CT SN203 LARGE	50	CS	1,699.00
I WILL CALL AS SOON AS WE RECEIVE. THERE ARE NO GURANTEES WE WILL GET THESE DUE TO ALLOCATIONS, BUT WHATEVER WE RECEIVE I WILL SHIP TO YOU.			
LARRY			



What to do if you are contacted by distributors/salesman

- Be wary of what products they are trying to sell you!
- Many of these companies don't typically sell to foodservice
- Don't purchase anything from them that is in supply on state bid; in those situations, there is no justification for purchasing off bid.



General Suggestions from the SA



- Primary objective is to feed the kids! We are not yet in a situation where you cannot meet at least the minimums for the meal components.
- Serve more dry goods at breakfast
- Buy fresh bread from local bakeries and save freezer space
- Sign up for tax exempt status at grocery/big box stores
- Record deviations from planned menu in production book – we (SA) are being very lenient!!

Questions



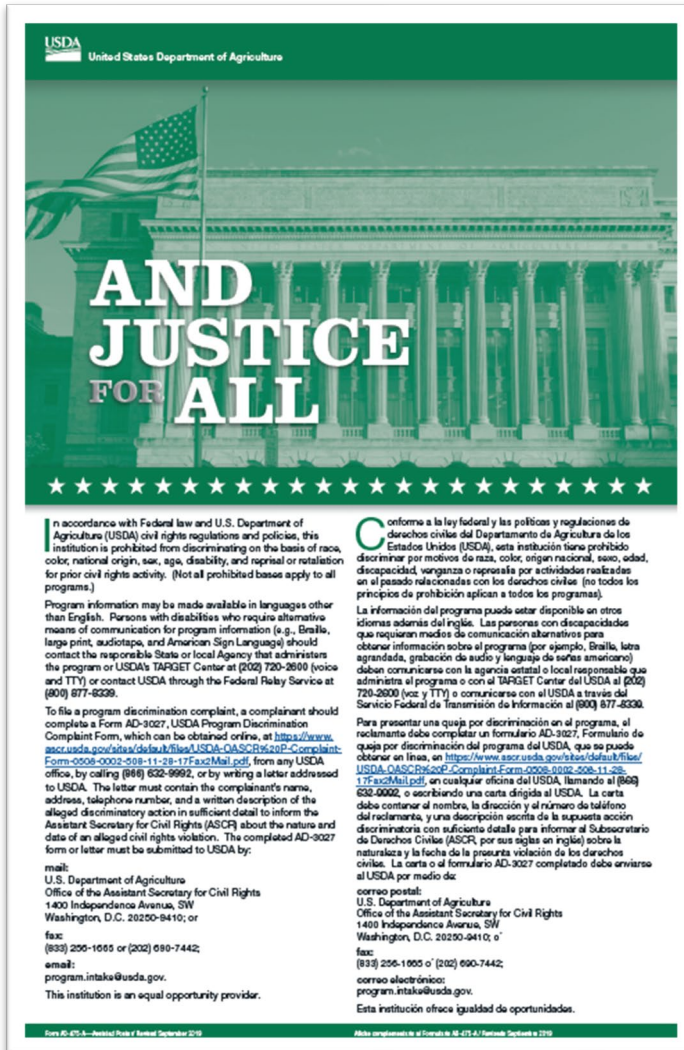
Non-Discrimination

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This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

<https://mdek12.org/sites/default/files/documents/ocn/usda-nondiscrimination-statement.pdf>



The poster features the USDA logo at the top left, with the text "United States Department of Agriculture". Below this is a photograph of a classical building with columns and an American flag. The text "AND JUSTICE FOR ALL" is prominently displayed in large, white, serif font. At the bottom, there are two columns of text in English and Spanish, providing information on how to file a discrimination complaint and contact details for the Assistant Secretary for Civil Rights.

AND JUSTICE FOR ALL

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at https://www.asc.usda.gov/sites/default/files/USDA_OASCR%20P-Complaint_Form-0508-0002-008-11-28-17%20Mail.pdf, from any USDA office, by calling (800) 638-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(800) 256-1065 or (202) 690-7442;
email:
program.intake@usda.gov.

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La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en https://www.asc.usda.gov/sites/default/files/USDA_OASCR%20P-Complaint_Form-0508-0002-008-11-28-17%20Mail.pdf, en cualquier oficina del USDA, llamando al (800) 638-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
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1400 Independence Avenue, SW
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fax:
(800) 256-1065 o (202) 690-7442;
correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form AD-3027 - Revised Public & Revised September 2016



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