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|  | **Emergency Procurement Checklist** |

**Prepared by BuyQ Consulting Services**

**For last-minute purchases that still follow smart practices**

When something breaks, runs out, or suddenly becomes urgent, this checklist helps ensure you're making a quick but thoughtful decision—without skipping the basics.

### **✅ Step 1: Confirm the Request**

* Is this purchase **truly urgent**, or can it wait 1–2 days?
* Who is requesting the item? Are they **authorized** to make the purchase?
* Is there a similar item **already in stock** elsewhere (another classroom, storage, etc.)?

### **✅ Step 2: Check Funding and Limits**

* Is there **budget available** for this category or team?
* Does the purchase fall within your **approved purchasing threshold**?
* Do you need to notify finance or leadership before ordering?

### **✅ Step 3: Source Quickly but Wisely**

* Is the vendor on your **preferred list**?
* If not, can you get **at least 2 price comparisons** before placing the order?
* Will this vendor deliver on time—and meet quality needs?

### **✅ Step 4: Keep Records Simple**

* Document the purchase reason (quick sentence is fine)
* Save the receipt and attach it to the right **budget line or team**
* Share a quick heads-up with your finance team (especially if over a set dollar amount)

**Bonus Tip:** Add a recurring calendar invite for “Friday 15-minute prep” to scan for likely upcoming needs—so fewer emergencies catch you off guard.