

**EMERGENCY EXPENDITURES**

In case of an apparent emergency requiring immediate non-budgeted purchase of supplies, contractual services or capital equipment, the Superintendent shall be empowered to authorize the purchasing agent to secure, at the lowest obtainable price, any supplies, contractual services or capital equipment regardless of the amount of the expenditure.

- A. Recorded explanation. A full report of the circumstances of an emergency purchase shall be submitted to the Finance Committee for action. The Finance Committee will then report their actions to the School Committee at the next School Committee meeting.
- B. School Committee approval. The School Committee shall approve the expenditure after the fact if such expenditure would normally have required prior School Committee approval.

Legal Reference: Westbrook City Charter § 2-208

Adopted: October 27, 1993  
Revised: 1/27/99, December 14, 2005

Replaces: DIAA/Emergency Expenditures