

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

**EOC FINANCE/ADMINISTRATION SECTION
(PURCHASING UNIT)**

RESPONSIBILITIES:

- ▶ Responsible for maintaining accurate and complete records of purchases. Most purchases will be made at the District level; however, in emergency situations, it may be necessary for school sites to acquire certain items quickly.
- ▶ Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- ▶ Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.

ACTIVATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ Check in with Finance/Administration Chief for situation/safety briefing.
- ▶ Put on position identifier, such as vest, if available.
- ▶ Locate and set up workspace.
- ▶ Check in with the Documentation Clerk to collect records and information, which relate to purchasing.

OPERATIONAL STAGE:

- ▶ Meet with Finance/Administration Chief to determine process for tracking purchases.
- ▶ Support Logistics in making any purchases, which have been approved by the Incident Commander.
- ▶ Establish and maintain position logs and other necessary files.
- ▶ Review the District's emergency purchasing procedures.
- ▶ Prepare and sign contracts as needed; obtain agreement from the Finance/Administration Section Chief.
- ▶ Ensure that all contracts identify the scope of work and specific site locations.
- ▶ Negotiate rental rates not already established, or purchase price with vendors as required.
- ▶ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.

- ▶ Finalize all agreements and contracts, as required.
- ▶ Complete final processing and send documents to budget and payroll for payment.
- ▶ Verify costs data in the pre-established vendor contracts and/or agreements.
- ▶ In coordination with the Logistics Team, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ▶ Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

DEMOBILIZATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ Close out all logs.
- ▶ Secure all documents and records and submit to section chief.

EQUIPMENT/SUPPLIES:

- ▶ District identification badge, clearly visible
- ▶ Job description clipboard
- ▶ Paper, pens
- ▶ Vest (employees wear green, volunteers/runners wear orange).