

**EMERGENCY SUBSISTENCE PURCHASES (3800)**

(Revised 1996)

**Over \$10,000**

**(Exceeds Special Delegation and needs a  
Form 42 from Department of General Services)**

<b>DOs</b>	<b>DON'Ts</b>
Do use SPO	Don't fill in special delegation number
Do write "this emergency purchase was made in accordance with Public Contract Code 10302" sign and title	
Do indicate small business and ethnic status of vendor	
Do attach receipt or invoice	
Do fill in stock item numbers	
Do show the words "Going Fire" in body of SPO	

**Less than \$10,000**

**(Does not exceed Special Delegation limits. No Form 42 needed)**

Do use SPO	
Do use DPV if purchase is under \$500 and vendor refuses SPO	
Do fill in Special Delegation number	
Do fill in stock item numbers	
Do show in words "Going Fire" in body of SPO/DPV	
Do indicate small business and ethnic status of vendor	

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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