

	RESOURCE LIBRARY – ACCOUNTING Emergency Purchasing	<i>CODE:</i> 05.03.006 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 2
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Objective 目的:

- To regulate the purchasing in emergency situations.
- 标准化紧急采购的情况。

APPLICATION 应用范围:

- In case of any emergency purchasing the Director of Finance and Controlling or General Manager should be informed by the Department Head or Manager. In the absence of Director of Finance and General Manager, the manager on duty should be informed.
部门经理或负责人要将任何的紧急采购信息传达给总经理或者财务总监。如果总经理与财务总监不在场，值班经理要被通知。
- The payment for emergency purchasing can be taken from the Front Office if the accounting office is closed. The advance payment form will be used as the apply form for emergency purchasing.
如果财务部门已经下班，紧急采购的付款要在前台操作完成。预付款申请单将被用做紧急采购申请单。

STATEMENT OF POLICY 规则声明:

The following conditions have to be applied:

以下条件需被满足:

- If the payment amount is under RMB 200.00, it should be sorted out by the department itself.
- 如果支付金额小于人民币贰佰元整，由部门内处理。
- If the amount exceeds RMB 200.00 and less than RMB500.00, it must be approved inwriting by the MOD.
- 如果金额大于人民币贰佰元整并且小于人民币伍佰元整，必须以书面形式由值班经理批准。
◦
- If the amount exceeds RMB 500.00, it must get the GM's approval.
- 如果金额大于人民币伍佰元整，必须由总经理批准。
- The MOD has to ensure that the quantity of Emergency purchasing should be kept to a minimum level and is only used for the emergency purpose. Also the MOD has to ensure that purchasing is really under an emergency situation.
值班经理要确认紧急采购保持在最低水平，仅适用于紧急情况。值班经理要确保采购是在紧急的状况下。
- The staff receiving the items has to record the quantity, specifications and receiving time on the sheet and has to get the approval from their department head or manager. The sheet must be send to receiving department as soon as possible. If the receiving clerk is on duty, they must be informed to check the items.

收货的员工要通过表格记录数量，规格以及收货时间，并且要获得部门经理的批准。这张表格必须尽快分发到收货部。如果收货员在职，他们必须通知对物品进行核查。

- All necessary accounting process for Emergency Purchasing must be prepared and approved within two days. The Front Office should ensure that the payment for Emergency Procedure is reimbursed within 24 hours. Otherwise they must inform Finance Department, and Finance Department will deduct the money from relevant person's salary.

所有紧急采购的必要的会计处理必须在两日内准备并批准。前台要确保紧急采购的支付在24小时内偿还。否则前台必须通知财务部，财务部将扣除操作员工资中货款的金额。