EMERGENCY SPENDING, PROCUREMENT & EXCEPTION LEDGER

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Public accounting with protected vendor/security details where justified	Update at authorization, commitment, receipt, and reconciliation

Urgency can justify streamlined procedures, but it does not eliminate the need for a record. Track who authorized spending, what rule or exception applied, what was received, and what must be reviewed later.

SPENDING / COMMITMENT LEDGER

Date	Purpose / item	Vendor / source	Amount / est.	Authority / approver	Procedure / exception	Receipt / contract ref

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RECEIPT AND PERFORMANCE

Transaction ref	Goods / service received	Date received	Quantity / deliverable	Accepted by	Variance / problem

EXCEPTION REVIEW

Emergency rule / exception relied on

Why normal procedure could not be used

Conflict-of-interest disclosure / review

Price / reasonableness check performed

Post-emergency review due

Disposition of unused funds / property

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CONTROL RULES

- ☐ Separate approval, payment, receipt, and recordkeeping when practical.
- ☐ Preserve receipts, bids, contracts, and exception rationales.
- ☐ Publish aggregate spending and exceptions after immediate safety/privacy risks pass when appropriate.
- ☐ Record conflicts and recusals rather than relying on verbal assurances.

Source basis: Built To Resist temporary-power, corruption-control, and rebuilding chapters.
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