

This form has been designed to assist faculty and staff in providing information necessary in the processing of emergency requisitions for the procurement of products or services. Please complete and forward to the Purchasing Office. If more space is needed, please attach additional page(s).

PURCHASE INFORMATION

Requisition #: _____ Purchase Order #: _____

1. State the reason for the emergency purchase by explaining what the emergency is and what caused the emergency situation:
2. State the facts that lead to the conclusion that financial or operational damage or risk of damage will occur if needs are not satisfied immediately *(do not simply say that there will be damage or risk of damage)*:
3. State why the needs were not or could not be anticipated so that goods or services could not have been purchased following standard procedures:
4. State the reason and process used for selecting the vendor *(Attach all quotes/proposals received from other sources, if applicable)*:

CERTIFICATION

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

| Name | Job Title | Department |
|------|-----------|------------|
|------|-----------|------------|

Department Authorized Signature & Date _____ Phone # _____

PURCHASING USE ONLY

Reviewed by _____ Approved by (CPO or designee) _____