

# Emergency Procurement Justification Form

Date: \_\_\_\_\_

Emergency Procurements are procurements necessary to protect life or property or prevent the interruption of essential operations within the next 24 hours. The department requesting the emergency procurement will provide the following data on this or attached sheet(s) as appropriate.

1. What happened or what is the nature of the emergency? \_\_\_\_\_

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2. When did it happen or when will it happen? \_\_\_\_\_

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3. What caused the emergency situation to arise? \_\_\_\_\_

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4. How did it arise? \_\_\_\_\_

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5. Provide any quotes received. Attach copies of written quotes if available, including price, vendor name, name of person quoting price: \_\_\_\_\_

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Submitted:

Approved:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Berry  
Director, Materiel Management

\_\_\_\_\_  
Date

Approved / Disapproved

\_\_\_\_\_  
Robert L. Fenning\*  
V.P. Administration and Finance

\_\_\_\_\_  
Date

\*Mr. Fenning's approval required for transactions which exceed \$100,000.