

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? _____

2. When did it happen or when will it happen? _____

3. What caused the emergency situation to arise? _____

4. How did it arise? _____

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

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.