EMERGENCY JUSTIFICATION

This questionnaire has been designed to assist faculty and staff in providing information necessary in the processing of emergency requisitions for the purchase of products and/or services. Please complete and forward to Purchasing (DO300). If more space is needed, please attach additional page(s).

REQUISITION NO.:_____

1. **State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation:**

   _____
   _____
   _____

2. **State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simple say there will be a loss or some damage):**

   _____
   _____
   _____

3. **State why the needs were not or could not be anticipated so that goods/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):**

   _____
   _____
   _____

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.

Submitted By: _____ _____

Printed/typed name & title Department

_____ _____ _____

Authorized Signature Date Phone No.

PURCHASING USE ONLY

Approved By: _____ Date: _____

_____ _____

Last Updated: 10/11/2001