



Procurement and Contracting Services

JUSTIFICATION FOR EMERGENCY PURCHASE

All purchases of goods and/or services by the University having an estimated aggregate cost in excess of Fifty Thousand Dollars (\$50,000) per transaction shall be based on sealed competitive Request for Proposal or Request for Bid.

The President of the University, or designee, may waive compliance with this requirement and may authorize an Emergency Procurement if there exists a threat to health, welfare or safety; except that such Emergency Procurements shall be made with such competition as is practicable under the circumstances. The requesting department/unit shall provide written documentation of the existence of a threat to health, welfare or safety. The Purchasing Department shall keep on file the written documentation and authorization for the Emergency Procurement.

Date: _____ Requisition (dpr) Number: _____

Department: _____ Department Head: _____

● BRIEFLY DESCRIBE THE EMERGENCY: _____

● WHEN WAS THE REQUIREMENT FIRST KNOWN? _____

● IF REQUISITION WAS NOT PROCESSED AT THAT TIME, WHY NOT? _____

● IF EMERGENCY PURCHASE IS NOT APPROVED, DESCRIBE IMPACT ON DEPARTMENT/COLLEGE/UNIVERSITY: _____

● ARE THERE OTHER ALTERNATIVES TO EMERGENCY PURCHASE? _____

Required Signatures

Department Head: _____ Date: _____

Type/Print Name: _____

Dean: _____ Date: _____

Type/Print Name: _____

Purchasing Dept.: _____ Date: _____
 Recommended for approval Not recommended for approval

President of University or Designee: _____ Date: _____

Approved Not approved