Emergency Procurement Justification Form

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? ____________________________________________
                                                                                             ____________________________________________
                                                                                             ____________________________________________
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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: ____________________________________________
                                                                                             ____________________________________________
                                                                                             ____________________________________________
                                                                                             ____________________________________________

Submitted:                                                                 Approved:
                                                                                             ____________________________________________
                                                                                             ____________________________  __________________________
Department Head                Date              Harry Smithson                Date
Assistant Director, Procurement Services

Approved / Disapproved

Etta Henry*
Director, Procurement Services

Procurement Services will obtain required approvals for transactions which exceed $500,000

Date

*Etta Henry approval required for transaction which exceed $100,000