

Emergency Procurement Justification Request Form

Date: _____ **Vendor:** _____

Department: _____ **Contact:** _____ **Phone #:** _____

This form must be completed by the requesting College, Department, Office, School, etc., (“Requester”) and must include all applicable documentation from selected Vendor.

An *Emergency Procurement* is an emergency event or an occurrence of a serious and urgent nature that demands immediate action in which (i) an immediate threat to the public health, safety or welfare is involved, or (ii) immediate action is required to protect or preserve public properties to prevent substantial economic loss or prevent interruption of operational services.

The Requester for any deemed *Emergency* procurement will provide the following data on this or attached sheet(s) as appropriate.

A. Requester Responsibilities:

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. Attach copies of ALL written quotes received, as applicable, vendor name, scope, deliverables, estimated start and delivery/completion dates, pricing, and primary point of contact name, phone number and email address.

B. Procurement Responsibilities – By signing below, Requester and Procurement Services acknowledge and agree that this request meets the requirements of an Emergency as defined in Policy 10-001, and that below items B.1.-3., will be completed in a timely manner.

1. Approve final 'contract' with information as described in above 5.
2. Determine price reasonableness.
3. Issue executed contract and/or approve eVA purchase order.

Requirements 1 through 5 must be completed accordingly prior to forwarding to Procurement Services. Pursuant to the expressed delegated authority provided under University Policy #1500, it is the responsibility of Procurement Services to review, approve, negotiate, and execute on behalf and in the best interest of Old Dominion University, all procurement related contracts. However, when appropriate and as necessary, Procurement Services may include the Requester in the final contract review and negotiation processes.

Recommendation:

Approved:

Department Head (Signature) Date

Harry R. Smithson, Jr. Date
Assistant Director, Procurement Services

Department Head (Printed Name)

Approved:

Approved:

* Etta Henry, Executive Director Date
Strategic Sourcing and Payment Solutions

** Chad A. Reed, Vice President Date
Administration and Finance

- * **Etta Henry's approval is required for transactions that exceed \$100,000**
- ** **Chad A. Reed's approval is required for transactions that exceed \$500,000**