EMERGENCY PURCHASE JUSTIFICATION FORM

This form has been designed to assist the end-user in providing information necessary in the processing of emergency requisitions for the purchase of products and/or services. Please forward to Purchasing after completion and required signatures.

REQUI	SITION NUMB	ER (if available):	<u></u>		
EMER	GENCY PURC	HASE JUSTIFICATION:			
service		<u>ist</u> outline the serious or urgent nature o that was jeopardized. <u>This Emergency</u> f incident.			
Depart	ment:				
Teleph	one Number:				
Vendo	r:				
		e: \$			
a fair a procur vendoi	nd reasonab ement; pleas	chase of this nature does not relieve the le price, and documenting the appropriat e attach a completed Sole Source Justifi ons, verification of insurance coverage (if e purchase.	te procurement action. F cation (SSJ) Form. In a	dowever, if this is a sole source addition, the end-user <u>must</u> chec	ck the
1.	State the re	ason for the emergency purchase:			
2.		nancial or operational damage/risk that wi		·	
3.		the needs were not or could not be anti- candard procedures:	cipated so that goods/s	ervices could not have been p	ırchased
4.	State the re if applicable	ason and process used for selecting the very	vendor (Attach all quote	s/proposals received from other	sources,
		pove statements are true and correct, sed this recommendation for an emer		erial fact or consideration of	fered or
Submi	tted By:	Requestor's Printed Name	Date	Department	_
Author	rized By:	Ourse less Oissetting		Department	
		Supervisor Signature	Date	Department	
Approv	ved By:				
•	-	Superintendent Signature	Date		