



**NOTICE OF EMERGENCY  
AWARD & JUSTIFICATION**

Purchase Order/Contract No.: \_\_\_\_\_ Date: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Commodity: \_\_\_\_\_

Name of Contractor(s): \_\_\_\_\_

1. Describe the nature of the emergency and define the goods or services needed.
  
2. Explain why the Contractor is selected.
  
3. What is the expected cost for the goods/services to be rendered?
  
4. Provide any quotes received. (Attach copies of written quotes, if available, including price and name of person quoting price).

RECORDS FOR THIS PROCUREMENT ARE NOW AVAILABLE FOR INSPECTION

**Department Head or Designee:**

**Recommended**

\_\_\_\_\_  
Name Typed or Printed

\_\_\_\_\_  
Signature

**Procurement Director/Associate Director**

**Recommended**

\_\_\_\_\_  
Name Typed or Printed

\_\_\_\_\_  
Signature

**Agency Head or Designee**

**Approved**

\_\_\_\_\_  
Name Typed or Printed

\_\_\_\_\_  
Signature