

EMERGENCY JUSTIFICATION

Date:

Requesting Department:

Buyer:

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 of the goods/services to be rendered? Is the price fair and reasonable?

4. Provide any quotes received. (Attach copies of written quotes, if available, including price and name of person quoting price).

Requesting Department Approval:

Recommended

Name (typed or printed):

Title (typed or printed):

Signature:

Procurement Services Approval:

Recommended

Name (typed or printed):

Title (typed or printed):

Signature: