

Based upon the following determination, the proposed procurement action described below is being classified as an 'Emergency Procurement.' The action is taken after the Procurement Services Director and/or the Chief of Business Services determines that there is an immediate threat to one or all the following and therefore authorized per the regulations.

- public health, welfare,
- critical economy and efficiency, or
- safety under emergency conditions.

Emergency Procurement decisions are made with as much consideration to researching competition that is practical or applicable given the circumstances.

\_\_\_\_\_ proposes to procure \_\_\_\_\_

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As an emergency procurement from the following vendor or contractor:

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Based on the justification below (in complete detail):

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**DATE:** \_\_\_\_\_ **REQUESTED BY:** \_\_\_\_\_

**PURCHASE ORDER** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_

**PROCUREMENT SERVICES DIRECTOR:** \_\_\_\_\_

**CHIEF OF BUSINESS SERVICES:** \_\_\_\_\_

NOTE: All items on this form must be filled out completely and approved by your immediate supervisor and sent to Procurement Services.