



BUREAU OF ADMINISTRATION
REQUEST/JUSTIFICATION FOR EMERGENCY PURCHASE

REQUESTER NAME: _____ DATE: _____

DEPT/INSTITUTION: _____ PHONE NUMBER: _____

AGENCY/OFFICE _____ REQUISITION NUMBER: _____

NATURE/CAUSE OF THE EMERGENCY. Explain what the emergency is and/or what caused the emergency situation to exist.

FINANCIAL/OPERATIONAL DAMAGE TO THE STATE. Explain the financial or operational damage that will occur if this purchase is not made immediately.

REASON NEED WAS NOT ANTICIPATED. State the reason(s) why the need for the purchase was not, or could not be anticipated, so the items could have been procured through normal procedures.

REQUESTER SIGNATURE, TITLE AND DATE _____

PURCHASING SPECIALIST SIGNATURE AND DATE _____

PROCUREMENT DIRECTOR SIGNATURE AND DATE _____