



Emergency Justification

General Information

Department: _____ Req#: _____ Date: _____
Requestor: _____

Purchase Information

Question #1: State the reason for the emergency purchase by explaining what the emergency is.

Notes: _____

Question #2: State the facts that lead to the conclusion that financial or operational damage or risk of damage will occur if needs are not satisfied immediately (do not simply say there will be damage or risk of damage).

Notes: _____

Question #3: State the reason for selecting the supplier (attach all quotes/proposals received).

Notes: _____

Authorization

Department Authorized Signature: _____

Print/Type Name: _____

