



BUREAU OF ADMINISTRATION
OFFICE OF PROCUREMENT MANAGEMENT

REQUEST/JUSTIFICATION FOR EMERGENCY PURCHASE
(ATTACH ADDITIONAL PAGES IF NECESSARY)

REQUESTER NAME: _____ DATE: _____
DEPT/INSTITUTION: _____ PHONE: _____
AGENCY/OFFICE: _____ REQUISITION #: _____

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.

Signature of Head of Dept, Bureau, Board, Commission, Institution or Constitutional Office.

Date

Signature of Procurement Specialist

Date

Signature of Procurement Director

Date