

Emergency Purchase Justification

Purchasing Office

NOTES REGARDING THIS FORM

This form has been designed to assist faculty and staff in providing the information necessary to process an emergency purchase requisition for goods and services. For additional information or clarifications regarding this form contact the Purchasing Office at (512)/245-2521. When complete with account manager approval, return this form to the Purchasing Office (J.C. Kellam 527) or by FAX (512)/245-2393. You may attach additional pages if needed.

Recommended Vendor

Requisition\Purchase Order Number

EMERGENCY JUSTIFICATION INFORMATION

1. Please Answer the following (attach additional pages if needed):

a. What is the emergency?

b. What caused the emergency?

2. Please explain the financial or operational damage/risk that will occur if needs are not satisfied immediately:

(Note: The explanation needs to be more detailed than "there will be a loss" or "some damage" or "emergency Situation".)

3. Please explain why the needs were not, or could not be, anticipated in order for the goods or services to be purchased following standard procedures:

4. Please explain the reason and procurement process used for selecting the successful vendor:

(Note: Attach all quotes and/or proposals received from other sources, if applicable.)

REQUISITIONER INFORMATION

Name (Last, First)

Department

Campus Phone Number

Campus E-mail address

Account Manager Name

Account Manager Signature

Date

PURCHASING OFFICE USE ONLY

Purchasing Approval

Date