JUSTIFICATION FOR EMERGENCY PURCHASE

INSTRUCTIONS: This completed form must be included with each requisition/contract submitted for emergency acquisition of goods and/or services when the University's usual acquisition procedures cannot be followed without causing financial or operational damage to the University. If more space is needed, please attach additional page(s). This form must be completed by an employee of the University and should be submitted within 5 business days of the emergency situation.

Requisition No.: _____ **Proposed Vendor:** _____

JUSTIFICATION / Provide Brief Description: In accordance with State of Texas procurement guidelines, an emergency purchase occurs when the agency must make the procurement quickly to prevent a hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the state. If an emergency exists, a written determination of the basis for the emergency and for the selection of a particular vendor shall be included in the procurement file. Notwithstanding the immediate nature of an emergency, all procurements conducted as emergencies should be made as competitive as possible under the circumstances. For situations where a solicitation is not posted to the ESBD, the agency should make a reasonable attempt to obtain at least three informal bids. Solicitations for emergency purchases greater than $25,000 must be posted to the ESBD; however, the minimum time for posting the solicitation does not apply to the extent necessary to address the emergency. Emergency purchases of goods or services should not exceed the scope or duration of the emergency.

PLEASE NOTE: NEITHER PENDING EXPIRATION OF FUNDS NOR DOES IMPROPER PLANNING DOES NOT CONSTITUE AN EMERGENCY.

1. Nature, Cause of Emergency. State the reason for the emergency acquisition by explaining the emergency and/or what caused the emergency situation.

_____

_____

_____

2. Financial/Operational Damage to the University. State the financial or operational damage that will occur if needs are not satisfied immediately (do not merely state that a loss or damage will occur):

_____

_____

_____

3. Reason for Failure to Anticipate Need. State the reason or reasons why the need for the acquisition were not orcould not be anticipated, so that items could have been acquired through the University's usual procedures:

_____

_____

_____

"I certify that the above statements are true and correct, to the best of my knowledge.

_____ / _____ _____

Printed Name | Signature of Individual Requesting the Emergency Acquisition | Date

Approved:

_____ / _____ _____

Printed Name | Signature Director, of P*SCA* | Date

For additional information, see the State of Texas Procurement and Contract Management Guide

PREVIOUS VERSIONS OF THIS FORM WILL NOT BE ACCEPTED

Revised: 06/08/2026