

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).

Requisition No.: _____ Proposed Vendor: _____

JUSTIFICATION / Provide Brief Description: Texas Procurement Manual Section 2.12 "Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to avert an actual or potential public threat. If a situation arises in which compliance with normal procurement practices is impractical or contrary to the public interest, an emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the state. "Notwithstanding the immediate nature of an emergency, all procurements conducted as emergencies should be made as competitive as possible under the circumstances. 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 in accordance with this section."

1. **Nature, Cause of Emergency.** State the reason for the emergency acquisition by explaining what the emergency is 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 or could 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.

Signature of Individual Requesting the Emergency Acquisition

Date

Signature of Procurement Supervisor/HUB Coordinator

Date

Approved:

Dr. Corey S. Bradford, Senior V.P. For Business Affairs

Date

ASSIGNED PURCHASE ORDER NO: _____

For additional information, see the State of Texas Procurement Manual at <http://www.window.state.tx.us/procurement/pub/manual/2-12.pdf>