

**EMERGENCY JUSTIFICATION FORM**

Department \_\_\_\_\_ Account No. \_\_\_\_\_

Nature of Emergency (Provide brief description of problem and explain why an immediate response was necessary).

Describe Response to Problem (What vendor did)

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Time and Date of the following:

Emergency Occurred \_\_\_\_\_ Purchasing Contacted \_\_\_\_\_

Vendor Contacted \_\_\_\_\_ Vendor Responded \_\_\_\_\_

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Was vendor from emergency response Master Price Agreement or otherwise provided by the Office of Purchases? \_\_\_\_\_ If not,

Explain why. (Not available, no trade appropriate, etc.)

Provide names of vendors contacted, names of individuals who provided quotes, and amounts quoted.

If selected vendor was not the low bidder, explain why the decision was made to utilize another vendor.

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I hereby certify that the response to the emergency was valid and did not exceed what was necessary to correct the immediate problem and that the information provided above is true and accurate.

\_\_\_\_\_  
Signed. Department Emergency Official

\_\_\_\_\_  
Date