

**EMERGENCY PURCHASE FORM**  
**(TO BE USED WITH ALL EMERGENCY PURCHASES)**

1. Why does an emergency exist? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Why were the requirements not anticipated? \_\_\_\_\_  
\_\_\_\_\_

3. Briefly describe the commodity to be purchased: \_\_\_\_\_  
\_\_\_\_\_

4. Date Bids Received:

5. Tabulation of Bids (At least 3 bids is required):

Vendors	Total Bid
1.	
2.	
3.	

6. What is the reason for award to other than low bidder? \_\_\_\_\_  
\_\_\_\_\_

7. What operational and/or financial damages will occur if the needs are not satisfied immediately?  
\_\_\_\_\_

8. I certify that a true emergency situation exist and the above includes all firms that have been contracted for bids, and their replies are exactly as stated.

\_\_\_\_\_  
Name of preparer Title Date

\_\_\_\_\_  
Signature of Dean/Executive Director only Date

All purchases of \$5,000.00 or more must be supported by written bids from each of the sources contacted.  
All purchases of \$25,000.00 or more require posting on the Electronic State Business Daily (ESBD).