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

1. Why does an emergency exist?		
2. Why were the requirements not anticipated?		
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${\it 3. Briefly describe the commodity to be purchased}$	l:	
4. D. J. D. J. J. J.		
4. Date Bids Received:		
5. Tabulation of Bids (At least 3 bids is required):		
Vendors	Total Bid	
1.		
2.		
3.		
C. What is the massen for arrend to other than larry	hiddor?	
6. What is the reason for award to other than low	bidder?	
7 What appretional and /or financial damages wi	Il coopy if the needs are not estisfied immedi	ataly?
7. What operational and/or financial damages will	ii occur ii the needs are not saushed immedi	atery?
Q. Lagartify that a true among analysis ration axist as	nd the shove includes all firms that have been	n contracted for hide and their
I certify that a true emergency situation exist are replies are exactly as stated.	nu the above includes an firms that have bee.	ii contracted for blus, and then
Name of preparer	Title	Date
Signature of Danie / Danie /	n Dineston only	Doto
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).