



ISSUED EPO #: \_\_\_\_\_

### EMERGENCY JUSTIFICATION FORM

RE: RQS NUMBER: \_\_\_\_\_

COST: \$ \_\_\_\_\_

VENDOR: \_\_\_\_\_

Emergency purchases qualify under one or more of the following conditions:

- 1) to preserve life, health, or property;
- 2) upon a natural disaster;
- 3) to correct or forestall a shutdown to maintain essential public services, or
- 4) other unforeseeable events.

Please complete this form and forward it to General Services Agency, Procurement Services.

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Please describe the nature of the emergency and justification for the emergency purchase. Attach any cost comparisons, quotations, or other pertinent information.

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Department/Division \_\_\_\_\_

Department/Division Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*(Emergencies estimate/totaling over \$60,000 require department/division head approval signature.)

#### PROCUREMENT OFFICE USE ONLY:

APPROVED: \_\_\_\_\_

NOT APPROVED: \_\_\_\_\_

BUYER: \_\_\_\_\_

DATE: \_\_\_\_\_