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JUSTIFICATION FOR EMERGENCY ACQUISITION

REQUISITION/CONTRACT NO. _____

This completed form must be included with each requisition/contract provides for emergency acquisition of goods or services, such that 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).

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 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 needs 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. I also certify that neither I, nor my family members, will gain or receive any additional benefit because I have recommended that this acquisition be processed on an emergency basis.

Submitted by: _____ /_____
Signature of Individual Requesting the Emergency Acquisition Date

_____ /_____
Printed Name of Individual Requesting the Emergency Acquisition Title

College/Department/Division: _____

Signature of Division Administrator: _____ /_____
Date

For additional information, refer to section 2-18 of the State of Texas 1998 Procurement Manual, which may be accessed at http://www.gsc.state.tx.us/stpurch/2-18.html.

DO NOT WRITE BELOW THIS LINE
FOR OFFICE USE ONLY

Signature of the Director of Purchasing
or the Director's Authorized Designee: _____ /_____
Date

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