**EMERGENCY PROCUREMENT REQUEST**

As defined in the Allen University Procurement Policy, an emergency purchase involves a situation which endangers lives, property or the continuation of a vital program and which can be rectified only by immediate on the spot purchases or rental of commodities, printing and services. Such conditions may arise by floods, epidemics, riots, equipment failures, fire loss, or such other reason as may be proclaimed by with the President or Vice President for Fiscal Affairs or the Procurement Officer. The existence of such conditions must create an immediate and serious need for supplies, service or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten the function of the University, the preservation or protection of property, or the health or safety or any person.

Emergency purchases shall be limited to those supplies, services, or construction items that are determined to be absolutely necessary to meet the emergency. Emergency purchases should normally occur for purchases greater than $10,000 since competition for less than this amount is easily obtained for most commodities.

Allen University permits the waiver of competition in cases where any emergency or a pressing need is indicated. Although competition may be waived for proper cause, its use is required wherever practicable.

INSTRUCTIONS: Complete items 1-3 and attach the Justification for an Emergency Purchase Form (next page). Forward completed forms to Procurement, Attention: Director of Procurement.

1. **Allen University proposes to procure** (description of goods and/or services requested):

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**2. As an emergency procurement in the amount of and from (name of emergency contractor):**

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| --- | --- | --- | --- |
| **Amount** |  | **Name** |  |

**3. The basis for the emergency determination and the reason no other vendor is suitable is:**

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Procurement Review

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|  |  |  |  |
| Procurement Officer | Date | VP for Fiscal Affairs | Date |

**JUSTIFICATION FOR AN EMERGENCY PURCHASE**

Instructions: Complete this form in its entirety, sign, and submit to the Procurement Office with the completed Purchase Requisition Form.

1. **Describe the DANGEROUS and/or wasteful (emergency) situation requiring outside goods/services to correct.**

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1. **Describe the SUDDEN happening and timing thereof, which caused this situation.**

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1. **Why was the University unable to CONTROL or LESSEN or PLAN for action to prevent this “sudden” happening?**

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1. What are the MINIMUM goods/services and the time schedule required to correct the situation?

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1. **Describe efforts to secure COMPETITION for required goods/services (attach bids).**

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1. **Explain, completely, the basis for selection of OTHR THAN LOW BIDDER (if applicable)**

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| --- |
| Not applicable |

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Prepared by (signature) | Name | Email address | Phone  | Date |