



JUSTIFICATION - EMERGENCY PURCHASE

DEFINITION: Per Board Policy DJ, Emergency situations shall be defined as those instances which may adversely affect the health, welfare or safety of students, employees or the general public, when any delays would place an excessive financial burden on the District, or when delays would cause significant harm to the District. In the case of an emergency requiring the immediate purchase of goods or services, the employee managing the emergency shall have the authority to authorize the purchase of necessary goods or services in the open market regardless of the amount of the expenditure.

REQUEST DATE: _____ REQUESTER NAME: _____

PHONE#: _____ DEPARTMENT/SCHOOL: _____

GOODS/SERVICES REQUESTED FOR EMERGENCY PURCHASE (please describe in detail):

Supplier Name: _____

Supplier Contact (name & phone #): _____

Anticipated Cost: _____

JUSTIFICATION INFORMATION – Please provide detailed responses, based upon the Emergency Situation definition, to the following:

1.) Why is the uniquely specified goods or services required?: _____

2.) Other relevant information/issues, if any: _____

*******APPROVAL*******

SS&CM Director Signature: _____ Buyer Signature: _____

Dept/Principal Signature: _____ Date: _____

Comments:
