Justification of Emergency Purchases

QUESTIONNAIRE

This Questionnaire has been designed by the Department of Procurement Services to guide departments in relaying information necessary to process requisitions on an "emergency purchase" basis. Please complete and attach this Questionnaire as applicable. Your cooperation in answering the questions listed below will assist us in handling emergency purchases expeditiously.

1) Describe/explain the emergency**:**

2) What will happen if the goods are not received or the service is not performed as requested?

3) Why were requirements not anticipated?

4) Is your department willing to pay "rush" handling/shipping charges which may significantly increase the cost of the purchase? ◯ YES ◯ NO

5) Give any additional information you feel may aid the Procurement Services in processing this requisition.

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.