

AWARD OF AN EMERGENCY DETERMINATION FOR A PURCHASE ORDER WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS REQUEST FORM

ALL REQUESTS MUST BE PRE-APPROVED BY DSD PURCHASING, PER STATE OF UTAH RULE R33-8-401.

- An emergency condition is a situation which creates a threat to public health, safety, welfare or property; or protecting the legal interest of the District as may arise by reason of floods, epidemics, riots, equipment failures or other reason as may be determined. The existence of the condition creates an immediate and serious need for supplies, services or construction that cannot be met through normal procurement methods. Emergency procurement items shall be limited to only those supplies, services or construction items necessary to meet the emergency.
- Complete each section and provide as much information as needed to fully respond. Please click on the grey fields to insert your information. Use your tab key to advance to the next field. Please complete all fields below.
- Requests missing information will be rejected and returned to the contact person for completion. Purchasing may seek additional information from the contact person.

Please be complete in your answers.

Complete the following vendor information:

Vendor Name:	
Vendor Contact Person:	
Vendor Email Address:	
Vendor Telephone Number:	
Vendor Ordering Address:	
Vendor Remittance Address:	
Vendor Number (if available from Encore):	
<i>All items in the above section are required.</i>	

Complete the following, if vendor does not exist in Encore:

Vendor Federal Tax ID# (TIN/FEIN) (9 Digits):	
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Requestor:

Department/School Name:			
Contact Person and Title:			
Email Address:		Telephone Number:	

Justification Statement and items required for the emergency procurement:

Requisition #:

Requestor Signature:		Director/Principal Signature:	
Print Name	Date	Print Name	Date

THIS SECTION TO BE FILLED OUT BY PURCHASING DEPARTMENT

Comments:

Resulting Purchasing
Order #:

Purchasing Department Approval:		Director of Purchasing Approval:	
Print Name	Date	Lori E Peterson, Director of Purchasing	Date

Revised: September 15, 2016