

**LAKE STEVENS SCHOOL DISTRICT
EMERGENCY DECLARATION**

Name: _____ Date: _____

An "emergency" means a condition presenting a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Emergency Vendor:

Purchase Amount:

Describe the item or service needed and why it is an emergency:

Provide the reason this vendor was selected:

Describe efforts to negotiate price and ensure price is reasonable/comparable to the general market:

Superintendent or Designee Approval

Date