RICHLAND ONE

ENGAGE • EDUCATE • EMPOWER

Procurement Services

Central Services Facility

EMERGENCY PURCHASE DETERMINATION FORM

INSTRUCTIONS: To request an EMERGENCY PURCHASE, complete Sections I, II and III. Attach the completed form and supporting documents to the Purchase Requisition (PR). In the description section of the requisition type Emergency Purchase In accordance with Procurement Code Section III. B. 10 and Provision XVII of the Procurement Regulations

Section I: Emergency Purchase Information

Vendor Name	Buyer Name	Location **$** _____
Description of good/service	Dept. requesting good/service	Total Amount Fund Code

Section II: Justification

1. State the reason for the emergency purchase by explaining what the emergency is and what caused the emergency.

2. Explain the financial, operational or health/safety risk that will occur if needs are not satisfied immediately.

3. State the reason for selecting the supplier and any additional information that may aid in processing this emergency purchase request. **(Note: Attach all quotes and pertinent information.)**

Section III: Requesting Department's Certification

I certify that, to the best of my knowledge, the above information is true and accurate, and that no other material fact or consideration offered or given has influenced this recommendation that competitive bidding requirements be waived for this emergency purchase.

Department Head Name (Print)	Department Head Signature	Date

Section IV: Approval Signature(s)

Director of Procurement (Print)	Director of Procurement Signature	Date