386 E. Black Street
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Justification for Emergency Procurement

Based upon the following determination, the proposed procurement action described below is being classified as an 'Emergency Procurement.' The action was taken after consensus of the Procurement Services Director and/or the Chief of Business Services determine that there was an immediate threat to one or all the following and therefore authorized per the regulations.

- **public health, welfare,**
- **critical economy and efficiency, or**
- **safety under emergency conditions.**

Emergency Procurement decisions are made with as much consideration to researching competition that is practical or applicable given the circumstances.

_____ proposes to procure _____

_____

_____

_____

As an emergency procurement from the following vendor or contractor

_____

Based on the justification below (in complete detail):

_____

_____

_____

_____

_____

_____

DATE: _____ **REQUESTED BY:** _____

PURCHASE ORDER _____ **SUPERVISOR:** _____

PROCUREMENT DIRECTOR: _____

ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES: _____

NOTE: All items on this form must be filled out completely and approved by your immediate supervisor and sent to Business Services, Attention: Procurement.

March 21, 2024