# REQUEST FOR EMERGENCY PURCHASE ORDER

Vendor Name: _____ Vendor #: _____

Requisition #: _____ Amount of Purchase: $_____

***PLEASE COMPLETE ALL APPLICABLE LINES & RETURN TO PROCUREMENT DEPARTMENT.***

1. **DESCRIBE CIRCUMSTANCES CREATING THE EMERGENCY:**

2. **CONSEQUENCES, IF NOT HANDLED AS AN EMERGENCY:**

3. **NAMES OF COMPANIES CONTACTED AND THEIR QUOTED PRICE:**

| Vendor Name | Person Contacted/Ph# or Email | Quote Amount |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

4. **NO QUOTES** *(If applicable)***: REASON(S) FOR NOT OBTAINING COMPETITIVE QUOTES**

REQUESTED BY:

_____ _____ _____

PRINT NAME SIGNATURE DATE

APPROVED BY: Division/*Dept. Head or Director*

_____ _____

SIGNATURE DATE

AUTHORIZED BY: *Request requiring Procurement Manager and/or VP of Fiscal Affairs/CFO approval*

_____ _____

SIGNATURE DATE

_____ _____

SIGNATURE DATE