

Justification of Emergency Purchases
QUESTIONNAIRE

This questionnaire has been designed by Purchasing Services to aid the Physical Plant staff in relaying information necessary to process requisitions on an “emergency purchase” basis. Please attach questionnaire to code 1 and 2 requisitions. Your cooperation in answering the questions listed below will assist us in handling emergency orders expeditiously.

- 1) Requisition # _____ Work Order # _____
Service Order # _____

- 2) Why does emergency exist? _____

- 3) What will occur if materials not received as requested? _____

- 4) Why were requirements not anticipated? _____

- 5) Is your department willing to pay “rush” handling/shipping charges which may significantly increase the cost of the purchase? YES _____ NO _____

- 6) Give any additional information you feel may aid the buyer in processing this requisition.

<p>SIGNATURE AUTHORIZATION REQUIRED:</p> <p>Less than \$500.00 – Craft, Clerical, Support Staff</p> <p>\$501.00 - \$3,000.00 – Area Foreman or Shop Foreman</p> <p>\$3,001.00 - \$10,000.00 – Superintendent</p> <p>More than \$10,000.00 – Director, Associate Director, Assistant Director</p>

Name (PRINT) _____

Signature _____

Title _____

Phone Number _____

Date _____

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.