



**Justification of Emergency Purchases  
QUESTIONNAIRE**

This Questionnaire has been designed to guide departments in relaying information necessary to process requisitions on an “Emergency Purchase” basis. An Emergency Purchase is the unanticipated purchase of goods or services that if not secured immediately, will cause the University to suffer operational and/or financial damage. Please complete and attach this Questionnaire as applicable. Your cooperation in answering the questions listed below will assist us in handling emergency purchases expeditiously.

- 1) Describe/explain the nature of the emergency:
  
  
  
  
  
  
  
  
  
  
- 2) What financial and/or operation damage will occur if the goods are not received or the service is not performed as requested?
  
  
  
  
  
  
  
  
  
  
- 3) Why were the needs not anticipated, so that the items could have been purchased through regular procurement procedures?
  
  
  
  
  
  
  
  
  
  
- 4) Is your department willing to pay “rush” handling/shipping charges which may significantly increase the cost of the purchase?      YES                  NO
  
  
  
  
  
  
  
  
  
  
- 5) Give any additional information you feel may aid the Procurement Services in processing this requisition.

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 for an emergency purchase.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE OR EMAIL: \_\_\_\_\_