

## **Justification of Emergency Purchases**

### **QUESTIONNAIRE**

This Questionnaire has been designed by the Department of Procurement Services to guide departments in relaying information necessary to process requisitions on an “emergency purchase” basis. 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 emergency:
  
  
  
  
  
  
  
  
  
  
- 2) What will happen if the goods are not received or the service is not performed as requested?
  
  
  
  
  
  
  
  
  
  
- 3) Why were requirements not anticipated?
  
  
  
  
  
  
  
  
  
  
- 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.