

Emergency Procurement Notice

Procuring Agency:

Date:

Vendor :

Personal Property/Good or Service being provided:

Description:

Type of Emergency:

1. Contract
2. One Time Purchase

Funding: (Indicate Percentage)

Federal %
State %

Dollar Amount of Contract
or Purchase Order: \$

Attachments:

1. Executed Contract or Purchase Order
2. Draft of Proof of Need (Requests > \$15,000,000.00)*
*Services Only
3. Draft of Pre-Agreement Outcome Tool (Requests > \$400,000.00)*

Explain why an emergency procurement was needed: (attach additional pages if needed)

By signing below, the procuring agency is asserting that the information on this page and on any accompanying material, including the information provided on the justification form is complete and accurate to the best of the procuring agency's knowledge. The procuring agency is solely responsible for the information provided to the Materiel Division and understands and acknowledges that the Materiel Division will rely on this information to consider/process this request.

Signature of Procuring Agency:

Title: