LETTER OF JUSTIFICATION FOR EMERGENCY PURCHASE

JUSTIFICATION FOR (BRIEF DESCRIPTION)

INSTRUCTIONS: This completed form must be included with each requisition/contract provides for emergency acquisition of goods or services when the University's usual acquisition procedures cannot be followed without causing financial or operational damage to the University. If more space is needed, please attach additional page(s).

1. **Nature, Cause of Emergency.** State the reason for the emergency acquisition by explaining what the emergency is and/or what caused the emergency situation.

2. **Financial/Operational Damage to the University.** State the financial or operational damage that will occur if needs are not satisfied immediately (do not merely state that a loss or damage will occur):

3. **Reason for Failure to Anticipate Need.** State the reason or reasons why the need for the acquisition were not or could not be anticipated, so that items could have been acquired through the University's usual procedures:

"I certify that the above statements are true and correct, to the best of my knowledge. I also certify that neither I nor my family members will gain or receive any additional benefit because I have recommended that this acquisition be processed on an emergency basis."

_____/_____
Signature of Individual Requesting the Emergency Acquisition Date

_____/_____
Signature of Cabinet-Level Supervisor Date

Department/School: _____

_____/_____
Signature of Purchasing Agent or Authorized Designee Date

PURCHASE ORDER NO:_____

For additional information, see Section 2-18, State of Texas Procurement Manual at http://www.window.state.tx.us/procurement/pub/manual/2-18.pdf.

Back to PURCHASING MANUAL TABLE OF CONTENTS