



Delaware State University Emergency Purchase Request Form

Delaware State University (the "University") must procure all material, equipment, supplies and services via normal procurement processes; however, emergency circumstances may arise from time to time. Pursuant to Title 29, Chapter 69 of the Delaware Code, the University President is authorized to approve emergency purchases under limited circumstances.

PLEASE NOTE: Failure to plan accordingly does not constitute an emergency.

INSTRUCTIONS:

This form must accompany any purchase requisition when approval for an emergency purchase is requested.

1. Complete all sections.
2. Provide full explanation, complete descriptions, and/or all relevant justifications.
3. Sign and date the form.
4. Improperly completed or unsigned forms may be returned.

STATEMENT:

I am aware that Delaware State Code and University policy mandates that the University procure all material, equipment, supplies and services via normal competitive means whenever practicable. However, I am requesting approval of an emergency purchase based on the following circumstances:

Describe the emergency condition which exists that creates an **immediate and serious need** for material, professional service, and/or nonprofessional services **that cannot be met through normal procurement methods for the protection of University's public health, safety or property.**

Please explain why the emergency condition **could not be reasonably be foreseen and guarded against.**

What are the minimum goods or services required to cure this emergency? Explain how this purchase is in the best interests of the University.

Are state contracted vendors being utilized? If not, please explain why.

What can be done to prevent further emergency situations of this nature?

Please provide any further information to justify this emergency purchase request.

AUTHORIZATION:

Name & Title of Requestor

Date:

Signature

Department Head/Administrator

Date:

Signature

Legal Department

Date:

Signature

President or Designee

Date:

Signature