

### **3.6 Instructions for Completing an Emergency Justification Form**

#### **Sample**

1. Department - Enter the department name.
2. Account No. - List the department six digit account number.
3. Nature of Emergency - Describe the problem and explain why an immediate response was necessary.
4. Describe Response to Problem - Describe what action was taken by the vendor.
5. Time and date of the following - Enter the time and date the emergency occurred, time and date Purchasing was contacted, time and date the vendor was contacted and the time and date the vendor responded.
6. Vendor Source - If the vendor was not on the trades emergency response Master Price Agreement or provided by the Office of Purchases, explain why, provide names of vendors contacted and amounts quoted. If vendor was not low bidder, explain why.
7. Signed and Date - Signature of Department Emergency Official and date.