

PRESSING NEED or EMERGENCY PURCHASE JUSTIFICATION

A Pressing Need is one arising from unforeseen causes, including but not limited to delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work. Emergencies are defined as situations which endanger lives, property, or continuation of a vital program and which can be rectified only by immediate on-the-spot purchases. FAILURE TO PROPERLY PLAN FOR A KNOWN FUTURE PURCHASE DOES NOT CONSTITUTE A PRESSING NEED OR EMERGENCY SITUATION. By requesting a Pressing Need or Emergency Justification for a purchase, you are asking that the University waive the solicitation of competitive bids. If you have questions or need additional clarification, please reach out to your Purchasing Agent.

1.) Purchase Amount: \$ _____

2.) Requested Supplier: _____

3.) Deadline date for resolution of this situation: _____

4.) Description of why this is a Pressing Need or Emergency situation:

5.) Explanation as to why no other supplier can provide the immediate remedy that is required to resolve this situation:

I hereby request that a Pressing Need justification be approved for the procurement of the above stated equipment, commodity, or service.

PRINT NAME OF REQUESTOR

DEPARTMENT

SIGNATURE

DATE

FOR PURCHASING DEPARTMENT USE ONLY	
APPROVED BY: _____	DATE: _____