



**Frostburg State University
Procurement Officer
Emergency Procurement Justification**

This form must be completed and attached to your requisition for any emergency purchase. **Emergency purchases must have prior approval.**

Department: _____
Date: _____
**Requisition
Title/Number:** _____
**Contractor's/Vendor's
Name:** _____
**Contractor's/Vendor's
Address:** _____

Amount: \$ _____

1. Description of Emergency Condition:

2. Date of Emergency: _____

3. Describe Service/Commodity Procured:

4. Justification of Emergency Procurement:



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5. Was Procurement Approval Obtained Prior to Procurement?

☐ Yes ☐ No

If Yes, From Whom? _____

Date of Approval: _____

6. Were Bids Solicited From Other Contractors/Vendors? ☐ Yes ☐ No

7. Method of Solicitation: Telephone Request for Bid

If telephone bids were received, complete [Section A](#) of this form. If written bids were received, complete [Section B](#) of this form and attach copies of bids.

“EMERGENCY” means a sudden and unexpected occurrence or condition which agency management reasonable could not foresee, that requires an action to avoid or to mitigate damage to public health, safety, or welfare.

Signatures Required for Approval (*Unsigned forms will not be processed*):

_____ Department Head	_____ Date
_____ Procurement Officer	_____ Date

Use this form when necessary for order cost **OVER \$5,000.00** .