

# Emergency Procurement Justification

## Procurement Department

### Purpose

Based upon the following determination, the proposed procurement action is being procured in accordance with Board Policy DJ -R 2-106 of the District's Procurement Code.

An emergency procurement may be made when an emergency condition arises and the need cannot be met through normal procurement methods provided that, verbal approval by the superintendent, procurement director or designee of either shall be obtained prior to the procurement.

### Instructions

**Step 1** The fund custodian must complete and forward the Justification for Emergency Procurement form to the procurement department.

**Step 2** This form must include the written documentation of the basis for the emergency and the reason no other vendor is suitable.

**Step 3** The fund custodian must enter the purchase requisition into the computer system and type "Emergency" on the first line of the description area.

Date of Emergency \_\_\_\_\_

PO Number \_\_\_\_\_ Vendor name \_\_\_\_\_

Items and/or services fund custodian proposes to procure as an emergency:

The basis for the emergency and the reason no other vendor is suitable is:

\_\_\_\_\_  
Fund Custodian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent / Procurement Director's signature

\_\_\_\_\_  
Date

