

Pittsburg State University
Information Technology Services (ITS)
Emergency IT Procurement Exception Form
(For Use in Emergency Situations Only)

SECTION 1: Requestor Information

Name:

Department:

Email Address:

Phone Number:

SECTION 2: Description of Emergency Purchase

Date of Purchase (or Intended Purchase):

Item(s) Purchased or Intended to Purchase:

Vendor:

Estimated Cost: \$

SECTION 3: Justification for Emergency

Please describe the nature of the emergency and why standard procurement procedures could not be followed:

SECTION 4: Risk Acknowledgement

I acknowledge that the purchase listed above was made (or is being made) outside of standard ITS procurement procedures due to an emergency. I understand that ITS reserves the right to deny reimbursement if this request is not approved.

Signature of Requestor: _____

Date:

SECTION 5: Department Approval

Supervisor/Chair Name:

Email:

Signature: _____

Date:

SECTION 6: ITS Review and Decision

ITS Ticket Number (if applicable):

Reviewed by ITS Staff (Name):

Decision (check one):

- ☐ Approved – Emergency purchase justified
- ☐ Approved with Conditions (explain below)
- ☐ Denied – Not considered an emergency

Comments or Conditions:

ITS Signature: _____

Date:

Submission Instructions

Completed forms should be submitted to ITS via email at support@pittstate.edu. For questions, please contact the ITS Help Desk x4601.

Adopted by Cabinet: May 2025

Review Cycle: Annual

Last Review: May 2025