***Pittsburg State University***

***Purchasing Office***

***Emergency Purchase Justification Form***

**An emergency is an urgent and unexpected requirement where health and public safety or the conservation of public resources are at risk.**

Emergency acquisition in the estimated amount of **$**  is requested for:

**Vendor Name:**

 **Attn:**

 **Address:**

 **City, ST, Zip:**

*Has the vendor ever been an employee of the State of Kansas?* **Yes** [ ]  **No** [ ]

*If yes, please explain the nature of the employment and period of service.*

1. ***Describe the nature of the emergency and how it impacts safety or the conservation of resources:***

1. ***Explain why the recommended vendor was chosen at the exclusion of others (i.e. what makes this vendor qualified to deal with this emergency)?***

1. ***Have you requested an agency contract with the vendor at any time during the past twelve months? Yes*** [ ]  ***No*** [ ]  ***If yes, please explain the nature of the service and the amount agreed to be paid.***

*Vendors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Vendor Statement: By signing above I understand I will be required to provide itemized invoices for all time and materials, when applicable, for the work stated. (For example, an itemized invoice must show the date, number of workers on that day, hours for each worker and cost per hour. Materials must be broken down by “each” and cannot be lumped together.)***

*Requester & Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Purchasing Office Approval:* *Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_