



EMERGENCY INCIDENT PURCHASE JUSTIFICATION

VENDOR INFORMATION	
Vendor Name:	Vendor #:
Vendor Address:	
Department:	
Requested by:	Date:

An emergency is defined as work, which if not performed, may jeopardize the life, health or convenience of local citizens; may substantially delay the completion of the project; or which may substantially increase the costs of the project as further progress is made. "Emergency Purchases" are those procurements required to prevent the immediate interruption or cessation of necessary City services or to safeguard life, property or the public health and welfare.

Please refer to the purchasing policy section on Emergency Purchases for the procedures for initiating the emergency purchase and the confirmation of the emergency purchase. Also, please work with the Finance Department to ensure that a W-9 and/or contract for the vendor is on file.

Emergency occurred: During established business hours Outside of established business hours

JUSTIFICATION FOR EMERGENCY:
Nature of the emergency:

To be valid, the purchase is to be made by staff members with expertise related to the emergency and must be verified by the department director or designee. The department director must seek written approval of the City Manager as outlined in the Emergency Purchase section of the purchasing policy. Please be sure to email or provide a hard copy of this form, once signed, to Finance Department staff as directed.

Department Director _____ **Date** _____

City Manager Approval _____ **Date** _____

City Council (if needed) _____ **Date** _____

Purchase Order Number: _____