



EMERGENCY PURCHASE FORM

Procurement Department

INSTRUCTIONS: To request an EMERGENCY PURCHASE, complete Sections I, II and III. Attach the completed form and supporting documents to the Purchase Requisition (PR) in HuskyBuy. Refer to UConn Health's [Emergency Purchase Policy \(#2006-31\)](#) and the [Procurement Department's website](#) for additional information.

SECTION I: EMERGENCY PURCHASE INFORMATION

Contractor/Supplier Name	HuskyBuy (PR) No.	\$	Total Amount	<input type="checkbox"/> Check <i>only</i> if money will be added to the original (PO). How much was added \$	
Description of Goods/Services	Requesting Department/Division	*To be completed by Procurement YTD Total \$			

SECTION II: JUSTIFICATION

1. State the reason for the emergency purchase by explaining what the emergency is and what caused the emergency.
2. Explain the financial, operational or health/safety risk that will occur if needs are not satisfied immediately.
3. State the reason for selecting the supplier and any additional information that may aid in processing this emergency purchase request. **(Note: Attach all quotes and pertinent information.)**

SECTION III: CERTIFICATION FROM REQUESTING DEPARTMENT

I certify that, to the best of my knowledge, the above information is true and accurate, and that no other material fact or consideration offered or given has influenced this recommendation that competitive bidding requirements be waived for this emergency purchase.

Department Head Name (Printed)	Department Head Signature	Date
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Note: The appropriate Department Head must sign this form, unless the urgency of the request makes that impossible.

IT SYSTEMS RELATED ONLY	AVP of Information Technology (Printed Name)	Signature	Date
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SECTION IV: APPROVAL SIGNATURES

TOTAL AMOUNT	TITLE	PRINT NAME	SIGNATURE	APPROVAL DATE
Equal to or Greater than \$10,000	(Associate) Fiscal Administrative Officer			
	Asst. Director/Director of Procurement			
Equal to or Greater than \$50,000	Controller			
Equal to or Greater than \$200,000	Chief Financial Officer			