



EMERGENCY PURCHASE REQUEST

Date of Request: _____
To: Executive Director of Purchasing & Warehouse Operation Services
From: _____
Department: _____
Vendor Name: _____
Vendor Contact Name: _____
Telephone: _____
E-mail: _____
Total Cost of Goods / Services: _____
Date Goods / Services are Required: _____

APS Board Policy DJEA states that emergency purchases of supplies or contracted services may be made when the Superintendent or her/his designee determines that an emergency exists that threatens the health, welfare or safety of students, staff members, the district or the public. Such emergency procurements shall be made with as much competition as is practicable under the circumstances. At the regular legislative meeting the next month following an emergency purchase, the Board shall receive a written report of all emergency procurements including the basis for the emergency, the selection process for the provider, the name of the provider, the amount and type of the contract or purchase, and a listing of the goods or services procured under the contract or purchase.

Provide a description of the goods or services being requested.

Explain why this purchase request is considered an emergency.

Describe how the vendor was selected.

My signature acknowledges that I have reviewed this emergency purchase request and I concur that these goods or services should be purchased immediately.

Requested By: _____
Name Date

Approved: _____
Department Executive Director Date

Approved: _____
Senior Cabinet Administrator Date

Approved: _____
Executive Director of Purchasing & Warehouse
Operation Services Date

Approved: _____
Superintendent Date

Date Reported to Board: _____