



# Emergency Purchase Justification Form

An emergency purchase or contract is necessitated in accordance with KRS 45A.095, by an unexpected event where the delay required to adhere to the competitive bid process seriously threatens the operations of the university, jeopardizes the preservation or protection of property, or creates an immediate danger to the public health or safety of any person. These purchases must be handled immediately.

Purchasing and contracting requirements necessitated by an emergency condition must be explained in writing to include the name of the vendor receiving the contract along with any other price quotations and a written determination for selection of the vendor receiving the contract by the Executive Vice President for Finance and Administration/Chief Procurement Officer.

Please reference Business Procedures Manual, B-6-Emergency Purchases for further information.

**Vendor:** \_\_\_\_\_

**Dollar Amount:** \_\_\_\_\_

**Why this is an emergency?:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_  
Executive Vice President for Finance and Administration / Chief Procurement Officer

**Date:** \_\_\_\_\_

