

## **NMHU PURCHASING DEPARTMENT**

### **EMERGENCY PROCUREMENT JUSTIFICATION FORM**

An emergency procurement is one for which there exists a threat to public health, welfare, safety or property. An emergency procurement must comply with §13-1-127 through §13-1-128 N.M.S.A. 1978 and all other statutes pertaining to emergency procurements.

This form must be completed in its entirety. If it is not completed in its entirety it will not be accepted and will be returned to the requestor.

**Describe the situation requiring an emergency procurement.**

**If an emergency declaration was not made what kind of negative effect(s) would the University face?**

**What types of services, construction and/or tangible items were procured?**

**Were you the only individual to make the determination that an emergency situation occurred?**

**Did you rely on information from other individuals to make your determination, if so by who and what information did they provide?**

**Provide the name and address of the contractor/vendor and amount of the procurement.**

**Explain how this contractor/vendor was chosen.**

**Did you request additional quotes from other vendors? If additional quotes were not sought explain why.**

*I certify that all the information provided in this document and all attachments (if applicable) are to the best of my knowledge and I understand that there are penalties for willful violations of the State of New Mexico Procurement Code.*

<b>Requestor Name and Title</b>	<b>Signature</b>	<b>Date</b>

**APPROVALS:**

<b>Department Head or Dean Name and Title</b>	<b>Signature</b>	<b>Date</b>

<b>Purchasing Department Name and Title</b>	<b>Signature</b>	<b>Date</b>

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