



**UNIVERSITY OF LOUISIANA AT LAFAYETTE
EMERGENCY PROCUREMENT JUSTIFICATION FORM**

Requisition No. _____

Fund Code _____

Name Department

Title Telephone Extension

Emergency Procurements – Statutory Provision RS 39:1598

Definition of Emergency Condition: *An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures or such other reason as may be proclaimed by the Commissioner of Administration. The existence of such condition creates an immediate and serious need for supplies, services, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten:*

1. *the functioning of Louisiana government;*
2. *the preservation or protection of property; or*
3. *the health or safety of any person*

Emergency procurement shall be limited to only those supplies, services of major repair items necessary to meet the emergency.

The source selection method used shall be selected with a view to the end of assuring that the required supplies, services or major repair items are procured in time to meet the emergency. Given this constraint, such competition as is practicable should be obtained. **Any offer accepted shall be confirmed in writing.**

Please complete the following:

- A. Identify items or services to be approved for Emergency Procurement.



B. Narrative Justification of Emergency.

C. Description of why the item or service is critical.

D. List vendors solicited for quotes and attach response.

E. If only one vendor can meet need, explain.

I hereby declare the information provided herein to be true and accurate to the best of my knowledge. **I understand any false or misleading information may be considered a violation under the L.A. Procurement Code and can subject me to prosecution and penalty under LA RS 39:1679.**

Signature _____ Date _____

Purchasing Approval _____ Date _____