



EMERGENCY PURCHASE FORM – 2 Pages

To be submitted with the purchasing requisition in Jaggaer or PCard transaction record.

Definition of an emergency purchase is found in the ISU Purchasing Policy ISUPP 2560.

Emergency Purchases

1. The UPD, or designee, may authorize emergency purchases of goods and services when determined necessary and in the best interest of the University. Examples of circumstances that could necessitate an emergency purchase include:
 - a. Unforeseen or beyond the control of the University or constituting a force majeure.
 - b. Present a real, immediate or extreme threat to the proper performance of essential University functions.
 - c. May reasonably be expected to result in excessive loss or damage to property or other resources, and/or bodily injury or loss of life.
2. Any affected department may make an emergency purchase in the open market at the best attainable price when a documented emergency condition exists and the need cannot be met through the University's normal procurement method, provided that:
 - a. Funds are available for the purchase.
 - b. Verbal authorization is obtained from the Office of the Chief Financial Officer.
 - c. Competition to the fullest extent practicable under existing circumstances is obtained and documented.
 - d. The cost of the purchase does not exceed amount requiring SBOE Executive Director approval as prescribed in SBOE policy V.I.3.a.
3. A fully signed explanation of the circumstances surrounding the emergency and the necessity for the purchase is filed by the requester with the UPD within two working days after such purchase or cessation of emergency conditions, whichever is later.

ATTACH THIS COMPLETED PAGE TO REQUISITION OR PCard TRANSACTION, AND SUBMIT TO THE UPD

1. Description of emergency:

2. Confirmation of availability of funds:

Name: _____

Date: _____

3. Verbal authorization obtained:

Name: _____

Date: _____

4. Documentation of competition. Describe below actions taken to obtain competitive quotes:

5. Total Cost: \$ _____

6. Signature of individual submitting form: _____

This signed and completed form to be submitted to UPD within two working days after purchase or cessation of emergency conditions, whichever is later; and to be attached to requisition or PCard transaction.