



## Emergency Order Justification

**Overview:** This form should be completed and attached to the requisition of an emergency purchase order.

### Order information

Purchase requisition #: \_\_\_\_\_

Requisition submission timing:

- ☐ Same-day rush (before purchase)
- ☐ Confirmation (after purchase)

Supplier: \_\_\_\_\_

Description of goods/services:

Description of emergency:

Emergency category:

- ☐ Emergency equipment repair
- ☐ Emergency building system repair
- ☐ Protection of university property
- ☐ Protection of human or animal life
- ☐ Emergency animal feed
- ☐ Other (specify): \_\_\_\_\_

### Requestor certification

I certify that this purchase is necessary and constitutes an emergency based on the definition in [MBP Section 270](#). I understand that Procurement will review this form. I also understand that if the order is determined not to be an emergency and has already been purchased, it will be considered an unauthorized order and may result in a report to the Office of Audit, Risk and Compliance. I have followed the process for an emergency purchase as outlined in [MBP Section 270](#).

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

Printed name: \_\_\_\_\_

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

Job title: \_\_\_\_\_

Unit: \_\_\_\_\_

Org code: \_\_\_\_\_