## JUSTIFICATION FOR EMERGENCY ACQUISITION

VENDOR NAME	& REQ NO	
goods or service	orm must be included with each requisition/contract that provides for some state of the University's usual acquisition procedures cannot be ational damage to the University. If more space is needed, please attactional damage to the University.	followed without causing
	Cause of Emergency. State the reason for the emergency acquisition by used the emergency situation:	explaining what the emergency
	al/Operational Damage to University. State the financial or operational on mediately (do not merely state that a loss or damage will occur):	damage that will occur if needs
	ason for Failure to Anticipate Need. State the reason or reasons why the needs for the acquisition were not or anticipated, so that items could have been acquired through the University's usual procedures:	
my family memb	above statements are true and correct, to the best of my knowledge. ers will gain or receive any additional benefit because I have recommended by the best of my knowledge. emergency basis.  Signature of Individual Requesting the Emergency Acquisition	
	Printed Name of Individual Requesting the Emergency Acquisition	/
College/Departm		
	ormation, refer to the Texas Procurement and Contract Management Guid tps://comptroller.texas.gov/purchasing/publications/procurement-contract.	
	DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY	
	Director of Purchasing or thorized Designee:	/ Date