



MEMORANDUM FOR RECORD

TO: _____, Ex Dir SSGS

THRU:

THRU:

DATE:

RE: Emergency Purchase Requisition Justification

This correspondence is submitted for justification of the following emergency purchase, as determined by the need to ensure that the university mission is not jeopardy and the time limitation involved.

Emergency Identification: _____

(a) Nature of the Emergency: _____

(b) Potential Damage To the Mission of the University: _____

(c) Why Emergency was not forecast: _____

(d) Why bids were not possible: _____

Detailed Specifications: (attach separate sheet if required) _____

Bids/Estimated Cost: _____

Attachments: Emergency Paper Requisition
Bid Justification Sheet, Proposals, or Estimate(s)