



Emergency Purchase Request

When an emergency condition prevents the use of a competitive procurement method, the University may conduct procurement on an emergency basis. Strategic Sourcing & Contracts must be engaged as soon as the emergency purchase requirement is identified so they may work with you to facilitate the fulfillment of requirements.

An emergency is defined as having an adverse impact to Florida Tech property and/or its programs or to the safety or health of the university community. Administrative delay or lack of adequate advanced planning, end of fiscal year requirements, and end of a grant/contract resulting in urgency does not justify an emergency purchase.

Given the constraints imposed by the nature of the emergency, an effort to obtain competitive bids shall be as practicable as possible. The emergency purchase shall be limited to the procurement of only the types of items/services and quantities or the time period sufficient to meet the immediate threat and may not be used to meet long-term requirements.

Basis of the emergency including the date the emergency became known:

Department requesting emergency purchase:

Description of goods or services to be purchased:

Description of the efforts made to ensure that proposals or offers were received from as many potential vendors as possible under the circumstances:

Basis of selection of the awarded supplier:

How was the price determined to be reasonable?

- Price obtained from catalog or standard price list. Attach catalog or list price
- Quoted price is lower than price available to the public and reflect substantial savings. Attach quote and price list indicating discounted price.
- The quoted prices compare favorable to market prices, or to previous prices competitively obtained and found to be fair and reasonable, which were paid for the same or similar items. Attach prior PO.
- Independent sources indicate that this price is reasonable (e.g., public contracts, Group Purchasing Organizations, Kelly Blue Book, Edmunds, consortium). Attach documentation or screenshots.

What is the impact should this emergency purchase request not be approved:

I CERTIFY THE STATEMENTS AND INFORMATION PROVIDED ABOVE ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THE PROCESSING OF THIS EMERGENCY PURCHASE REQUEST RULES OUT COMPETITIVE BIDDING. I HAVE READ THE 5.3 CONFLICT OF INTEREST POLICY FROM HUMAN RESOURCES AND ATTEST THERE IS NO CONFLICT OF INTEREST.

Supervisor's Signature: _____

Print Name: _____

Date: _____

CFO Signature: _____

Print Name: _____

Date: _____