



VCU Procurement Services

Emergency Procurement > \$10,000 - Documentation Form

An emergency is an occurrence of serious or urgent nature that demands immediate action. In case of an emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practical under the circumstances. Emergency purchases can cover only that which is necessary to cover the emergency.

Emergency procurements > \$10,000 require written justification from the department & review/approval from Procurement Services (Purchasing). Fully complete and attach a PDF copy of this form (or a comparable, signed memo) to the requisition in RealSource. Ensure that the requisition is flagged as an "Emergency" requisition. For more information go to: <https://procurement.vcu.edu/i-want-to/make-a-purchase/understand-the-procurement-methods/#emergency-purchase>

Preparer's Name:		Department:	
Today's Date:		Need by Date:	
Recommended Firm:		Amount:	

A. Purchase Description. Describe the products/services needed.

B. Nature, Cause of the Emergency. Explain the emergency, what caused it and why purchase was or could not be anticipated.

C. Are any of the following currently at risk?

D. Financial/Operational Damage to the University. Explain the financial or operational damage that will occur if this purchase is not made immediately.

E. Competition. Why couldn't the products/services be purchased following standard procurement procedures?

F. Vendor Selection. Indicate the process used for selecting the vendor (attach supporting documentation).

Signature of Requester:			
Name of Requester:			
Email of Requester:		Phone #:	
Signature of Dean/Dept Head if > \$200k			
Typed/Printed Name:		Date Signed:	

Submission of this document constitutes acknowledgement that the signatories have no personal, financial or fiduciary relationship with the recommended firm.