



PRO4006

Revision Date: 12-2019

Form Revisions Finalized by: Michele Canull

Emergency Procurement Justification and Approval Form

Date of Request: _____

Institution Name: _____

Agency Code: _____

Contact Person: _____

Phone: _____

Email: _____

PR #: _____

Description of Product/Service: _____

Estimated Price: _____

Supplier Name: _____

JUSTIFICATION: (Attach continuation if necessary)

1. Describe the nature of the emergency

2. Explain why this vendor was chosen

3. Explain why the price is considered reasonable. Indicate method(s) used for determination/comparison pricing. Attach supporting documentation if necessary.

Explanation:

AUTHORIZATION: I have reviewed the Emergency Justification and concur that it meets the criteria for an emergency procurement established in § 2.2-4303 F of the Code of Virginia.

Authorized Designee Signature(s)

Agency / College Approval (if required)

Date

Director of Strategic Sourcing

Date