

Florida International University

REQUEST FOR EMERGENCY PURCHASE

This is to request authority for any Emergency Purchase under section 287.057(3)(a) of the Florida Statutes and 6C8-7.030(5)(e) 1 of the Administrative Rules of Florida International University.

INSTRUCTIONS:

- 1. The initiating authority should supply the information requested below and secure the signature of the Dean or Department Head.
2. Submit one copy of this request with a Requisition attached to the Director of Purchasing Services.
3. The Director of Purchasing Services will make a recommendation based on the facts presented and forward the entire file to the University President, or his/her designee, for consideration.
4. Upon approval by the President, or his/her designee, the executed copy of this request will be forwarded to the Director of Purchasing Services for preparation of a letter of exemption and a purchase order.

Description of Items(s)

[Empty box for Description of Items(s)]

Actual Cost

Vendor

Funding Source

[Empty box for Actual Cost]

[Empty box for Vendor]

[Empty box for Funding Source]

Explain in detail the circumstances necessitating this Emergency Purchase (attach extra sheet if necessary):

[Empty box for explanation of circumstances]

I hereby certify that this request to proceed on an Emergency Purchase basis is necessary and that delay, incident to a call for competitive solicitations, would threaten the health or safety of person(s) or animal(s) or the preservation or protection of property or the continuance of a vital University function, and not be in the best interest of Florida International University or the State of Florida. I attest that I am independent of, and have no conflict of interest in the entity selected to receive this order.

Initiator's Full Name (Signature) Title Date

Business Unit Approver

Title

Date

I attest that I am independent of, and have no conflict of interest in the entity selected to receive this order.

Purchasing Agent (Signature)

Date

Under the circumstances and conditions as outlined above this request for waiver of competitive solicitation is Approved/Not Approved by the Director of Purchasing Services.

Director of Purchasing Services

Date

President, or authorized designee

Date