

## **EMERGENCY PURCHASE JUSTIFICATION**

Emergencies are defined as situations which endanger health, life, property, or continuation of vital campus operations or programs, and that can only be rectified through immediate action. FAILURE TO PROPERLY PLAN FOR A KNOWN FUTURE PURCHASE DOES NOT CONSTITUTE AN EMERGENCY SITUATION.

**1.) Contract Amount:\$**\_\_\_\_\_

**2.) Requested Supplier:**\_\_\_\_\_

**3.) Deadline Date for resolution of the situation:**\_\_\_\_\_

**4.) Describe the Emergency situation, the resolution required, and the negative consequences that would result if immediate action is not taken:**

**5.) Explanation as to why no other supplier can provide the immediate remedy that is required to resolve this situation:**

I hereby certify that the above information is accurate and request that a waiver from the State mandated bidding process be approved for the procurement of the above stated equipment, commodity, or service.

Based on the determination above, the proposed procurement action described is being procured pursuant to the authority of Section 11-35-1570 of the South Carolina Procurement Code and 19-445.2110 of the Rules and Regulations, 1976 South Carolina Code of Laws.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF DEPARTMENT HEAD

\_\_\_\_\_  
DEPARTMENT

**FOR PROCUREMENT SERVICES USE ONLY**

**APPROVED BY:** \_\_\_\_\_  
Director of Procurement Services

**DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_  
VP Finance & Business

**DATE:** \_\_\_\_\_

\*VPFB signature only required for requests over \$100,000

**GUIDANCE:**

**Section 4;** Detail the specifics about the emergency situation and how there is an immediate threat to life, safety, or property. Explain how the situation will be remedied and what is required both in terms of materials and services to ensure normal operations are maintained or restored. This section should also address the negative impacts that will be felt at The Citadel if immediate action is not taken.

**Section 5;** Cite the specific, factual reasons why alternative suppliers could not remedy the emergency in time to be considered. Explain how the use of this particular supplier was the most efficient means of mitigating potential damage at The Citadel.

**The Drug-free Work Place certification must be obtained for emergency procurements greater than \$50,000.**