



EMERGENCY AUTHORIZATION FORM

To:

Subject:

Date

Requisition # _____

The referenced purchase requisition covers an emergency situation and the need to process this request on an emergency basis is:

A machine, a set of apparatus, an electronic system, or other hardware necessary to the performance of normal University activities cannot operate due to the lack of needed materials, supplies, or repairs. The equipment involved is described below.

If the order was placed prior to the preparation of this request please check here _____ and state approval given by _____ date. _____

Department Signature _____

Title _____

Date _____