

# EMERGENCY PROCUREMENT JUSTIFICATION FORM

## Definition of an Emergency Purchase:

Letting of contracts without public advertisement authorized in case of emergencies affecting public health, safety, etc. In case of emergency affecting public health, safety or convenience, so declared in writing by the awarding authority, setting forth the nature of the danger to public health, safety or convenience involved in delay, contracts may be let to the extent necessary to meet the emergency without public advertisement. Such action and the reasons therefore shall immediately be made public by the awarding authority.  
**Section 41-16-53 Alabama Competitive Bid Law**

**The requisitioning School/Department must present the “emergency purchase” at the next available board meeting.**

**Justification: Please write your justification in the space provided below; include all supporting documentation. Use separate sheet if necessary.**

**This Justification is for Vendor/Contractor \_\_\_\_\_**

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**Requisition Number:** \_\_\_\_\_

**Requisition Date:** \_\_\_\_\_

**Requesting School/Department:** \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

**Signature of Superintendent of Schools:** \_\_\_\_\_

**Purchasing Department Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PO Number:** \_\_\_\_\_  
(Purchasing Use Only)