LAMAR UNIVERSITY

REQUEST FOR EMERGENCY PURCHASE

(For Purchases over \$5000)

Emergency Purchases (The State of Texas Procurement Manual, Section 2.8):

Emergen	
Notwithstanding the immediate nature of an emergency all procurements conducted as emergencies shou be made as competitive as possible under the circumstances. If an emergency exists a written determination the basis for the emergency and for the selection of a particular vendor shall be included in the procurement file in accordance with this section. Emergency purchases of goods or services should not exceed the scop duration of the emergency.	on of It
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Delegated Purchases.	
Emergency purchases over \$25,000.00 must be posted in the Electronic State Business Daily (ESBD), hoveTBTtSta>BDC BT1 0 0 1 yo0poD1psesostitSqC BTuior	ho2 6 .8 9 TE

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VENDOR INFORMATION

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CONFLICT OF INTERES	I STATEMENT			
I am acting on my own accoreceiving any compensation	rstand and agree to be bound by the ord and am not acting under duress in from, nor have I been the recipier uity, special discount, trip, favor, or	 I am not currently employed nt of any present or future econ 	ein. by, nor am I omic opportunity,	
ignature	(Primary User)	Date:		
DEPARTMENT APPROV	AL Dean/Chair/Business Office	er/AVP Facilities		

By signing below, the department certifies that the information submitted on this form has been reviewed and this purchase has departmental approval. The final determination of sole source approval shall be made by the Purchasing Office.

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