



Office of Purchasing  
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198  
(410) 313-6744, fax (410) 313-6789

**EMERGENCY PURCHASE AUTHORIZATION FORM**

**Statement**

Emergency procurement of goods and services will be permitted only if the procurement is necessitated by an emergency, defined as any situation that threatens to jeopardize the health, welfare of students, employees, the HCPSS or the public, or the loss of an essential HCPSS service, including but not limited to interruption of the instructional program. Such emergency purchases will be made with as much competition as is practicable under the circumstances.

Date:

School or Department:

Contact:

Phone:

Email:

Describe the Nature of the Emergency:

Date:

Time:

Select one of the following:

Threat to terminate essential services.

Threat to Public/Student/Staff safety, health, and/or welfare

How was competition conducted? (Discuss who was contacted and how many quotes were obtained and how the provider was selected)

Vendor's Name:

Cost:

Goods or Services Purchased:

Signed:

Signed:

Supervisor/Director Signature

Chief Signature

Purchasing Approval

Approved

Not Approved

Director of Purchasing Signature: \_\_\_\_\_

Date: \_\_\_\_\_