

- If a purchase needs to be made post purchasing deadline, this form must be submitted for approval prior to making the purchase.
 - Justification must be given explaining why this purchase could not be made prior to the deadline & why it cannot wait until the opening of the new fiscal year.
 - Once approved, the Purchase Order will be entered by the Business Office or the Business Office will grant your PO creator temporary access to enter the emergency PO.
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Vendor name	
Address:	
Vendor Banner ID #	

Item #	Qty.	Product #	Product Description	Price Each	Total Price

PURCHASE REQUEST TOTAL: _____

Account #	

Emergency Purchase Request Justification

Requestor's Name:		Dept:	
Signature:		Date:	

APPROVAL TO PROCEED WITH PURCHASE

Immediate Supervisor's Signature:		Date:	
Area Administrator's Signature:		Date:	
Fiscal Services' Signature:		Date:	