



Declaration of an Emergency

File #: _____

Requisition #: _____

Date: _____

Vendor: _____

Commodity/Service: _____

Estimated expenditure for the above commodity or service: \$ _____

Initial all entries below that apply to the proposed purchase, under the Purchasing Procedures as passed by City Council. (More than one entry may apply.)

- 1. _____ Emergency situations, including procurements necessary to protect the public health or safety or in response to a public calamity;
- 2. _____ A procurement necessary because of unforeseen damage to public equipment, machinery, or other property;

Brief Description/Justification for exception:

Respectfully Submitted by,

Reviewed by:

Reviewed By:

Dept. Director Date

Purchasing Manager Date

City Attorney Date

Approved by:

City Manager Date

This form must be attached to a purchase requisition if the expenditure is under \$50,000.

This form must be attached to a completed Agenda Information Sheet if the expenditure exceeds \$50,000.