



**STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT**

TO: Chief Procurement Officer

FROM: _____
Name of Requesting Department

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency:	2. After-the-Fact: <input type="checkbox"/> Yes <input type="checkbox"/> No
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3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

4. Vendor/Contractor/Service Provider Name:	5. Amount of Request: \$
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

<u>Name</u>	<u>Division/Agency</u>	<u>Phone Number</u>	<u>E-mail Address</u>

All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided is to the best of my knowledge, true and correct.

 Department Head Signature

 Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

 Chief Procurement Officer Signature

 Date