



**UNIVERSITY OF CONNECTICUT HEALTH CENTER**  
**Procurement Operations & Contracts**  
**263 Farmington Avenue, MC4036**  
**Farmington, CT 06032-4036**

**IMPORTANT:** For additional information regarding our Emergency Purchase Policy, please refer to UCHC Policy #2006-31. Once this form is completed and signed by the Department Head of the Requesting Department, please submit this form and all supporting documentation to the appropriate Buyer or attach to the Purchase Requisition in HuskyBuy.

Contractor/Supplier Name \_\_\_\_\_ Purchase Requisition (PR) No. \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Description of Goods/Services \_\_\_\_\_ Requesting Department/Division \_\_\_\_\_

**EMERGENCY PURCHASE JUSTIFICATION**

1. State the reason for the emergency purchase by explaining what the emergency is and what caused the emergency situation.  
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 \_\_\_\_\_
  
2. Explain the financial, operational or health/safety risk that will occur if needs are not satisfied immediately.  
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 \_\_\_\_\_
  
3. State the reason for selecting the supplier and any additional information that may aid in processing this emergency purchase request. *(Note: Attach all quotes and pertinent information.)*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATION FROM REQUESTING DEPARTMENT**

*I certify that, to the best of my knowledge, the above information is true and accurate, and that no other material fact or consideration offered or given has influenced this recommendation that competitive bidding requirements be waived for this emergency purchase.*

Department Head Name (Printed) \_\_\_\_\_ Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note:** This form must be signed by the appropriate Department Head him/herself, unless the urgency of the request makes that impossible.

**APPROVAL SIGNATURES**

TOTAL AMOUNT	TITLE	PRINT NAME	SIGNATURE	APPROVAL DATE
Equal to or Greater than \$10,000	Fiscal Administrative Officer (Buyer)			
	Asst. Director/Director of Procurement <b>OR</b> Facility Contracts & Leases			
Equal to or Greater than \$50,000	Controller	Jeffrey Geoghegan		
Equal to or Greater than \$200,000	Chief Financial Officer	John Biancamano		