

Emergency Certification Form

Date: December 6, 2019

Note: Complete this form with all pertinent information (Purchasing Policy Manual, Section 3-3, Emergency Purchases).
Submit this form, a requisition and all emergency backup to Procurement.

Department: ITS

Division:

Account Charged:

001	/	1600	/	519	/	46	/	00	/	/	/	/						
(Fund)		(Dept/Division)		(Activity)		(Element)		(Object)		(Fund)		(Dept/Division)		(Activity)		(Element)		(Object)
/		/		/		/		/		/		/		/		/		/
(Fund)		(Dept/Division)		(Activity)		(Element)		(Object)		(Fund)		(Dept/Division)		(Activity)		(Element)		(Object)

Authorized Department Signature: [Signature] Type Name: _____

Emergency Circumstances (Type In Your information for Printing):

Expiring vendor support for Network equipment.

Recommended Action (Type In Your information and Print):

Process Purchase Order # 2020.1353

***** Procurement Manager Use ONLY *****

☒ Approved

☐ Denied

[Signature]
(Procurement Manager's Signature)

12 / 4 / 2019
(Date)