

California State University, Fullerton

EMERGENCY PURCHASE AUTHORIZATION

Ref. PCC § 1102, 10340 (b) (1), CSU Contracts and Procurement Policy Limits on Competition, Section II.E Exceptions to Competition Requirements.

"Emergency," as used in the Public Contract Code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Work on all projects must still be done under contract awarded to the lowest responsible bidder, except that it may be done by day's labor under the direction of the trustees, by contract upon informal bids, or by a combination thereof.

When an emergency requires the immediate procurement of supplies, equipment or services, without the taking of formal bids, this Emergency Authorization shall be attached to the requisition. The requisition and Emergency Authorization Request must be signed by the Department and immediately delivered to the Director of Contracts and Procurement. No work may commence without prior notice to and authorization by the Director of Contracts and Procurement.

The attached requisition has been submitted for emergency processing based on the justification described below:

Campus Department: _____ Requisition No.: _____ Date of Emergency: _____

DESCRIPTION OF SERVICES, SUPPLIES OR EQUIPMENT REQUIRED TO PREVENT OR MITIGATE THE EMERGENCY:

REASON FOR REQUEST (Statement regarding emergency):

Campus Department

*(Department Director signature required on expenditures < \$250,000) - (Department Dean or AVP signature required on expenditures >\$250,000 or more)

I certify that this emergency poses a clear and imminent danger, requiring immediate procurement of services, supplies or equipment to prevent or mitigate the loss or impairment of life, health, property, or essential public services, and would not have been avoided by due care and diligence.

Printed Name: _____ Contract / Purchase Order Total: \$ _____

Title: _____

Signature: _____ Date: _____

** I have reviewed and approved this request, finding it in compliance with PCC § 1102, 10340 (b) (1), ICSU Contracts and Procurement Policy Limits on Competition, Section II.E Exceptions to Competition Requirements.*

Signature: _____ Date: _____

Nelson T. Nagai, Director, Contracts and Procurement

*(Required on expenditures >\$250,000 or more)

Signature: _____ Date: _____

Alex Porter, Vice President, Division of Administration & Finance