



Cal Poly Humboldt
Emergency Purchase Authorization Form

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.

When an emergency involving the public health, welfare, or safety, or the protection of State property or programs requires the immediate issuance of a purchase order, standard agreement, or service order without a formal issuance of bid invitations, this Emergency Authorization Form shall be attached to the requisition and be signed by both the requestor and the campus procurement officer. Such statement shall include an attestation that an immediate threat to the public health, welfare, or safety or damage to State property exists.

This form is attached to the requisition below and submitted for emergency processing based on the justification below.

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

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

[Empty box for description of services, supplies, or equipment]

REASON FOR REQUEST (Justification as to why this qualifies as an emergency):

[Empty box for reason for request]

Campus Department

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: _____

Contracts & Procurement

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

Title: _____ Signature: _____ Date: _____