



Emergency Purchase Request

Requester Name			Date Prepared
Department Name	Estimated Cost	Email	Office Telephone Number

PRODUCT/SERVICE INFORMATION

Description of the Item/Service - Detailed description of the item(s) or service(s) being requested to purchase, include any specific part numbers or product codes.

Specific Reason for Emergency - Detailed explanation of why the proposed purchase is urgent and unable to wait for the regular purchasing process – MUST BE SPECIFIC).

Vendor Information - The name of the proposed vendor from which the purchase will be made, if approved.

Justification for Vendor Choice (if applicable) - A brief explanation if the proposed vendor is outside the NC State contract list.

Quantity - Number of units requested.	Budget Code/Account Number	Requested Delivery Date - The required delivery date for the items or service, if approved.
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Comments (as needed)

Requester Signature	Date Signed
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APPROVALS

Applicable Vice President Approval	Date Approved	Purchasing Approval	Date Approved
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