

LAMAR UNIVERSITY

REQUEST FOR EMERGENCY PURCHASE

(For Purchases over \$5000)

Emergency Purchases (The State of Texas Procurement Manual, Section 2.8):

Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to avert an actual or potential public threat. If a situation arises in which compliance with normal procurement practice is impracticable or contrary to the public interest an emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the state.

Notwithstanding the immediate nature of an emergency all procurements conducted as emergencies should be made as competitive as possible under the circumstances. If an emergency exists a written determination of the basis for the emergency and for the selection of a particular vendor shall be included in the procurement file in accordance with this section. Emergency purchases of goods or services should not exceed the scope or duration of the emergency.

Agency Responsibility (The State of Texas Procurement Manual, Section 2.8):

Comptroller of Public Accounts (CPA) has delegated to all state agencies the authority to make emergency purchases. The decision to declare an emergency purchase is the sole responsibility of the agency. Notwithstanding this delegation, emergency procurement request, CPA will assist in advising agencies on the proper procedures for emergency purchases, but does not certify the existence of an emergency.

Delegated Purchases.

Emergency purchases over \$25,000.00 must be posted in the Electronic State Business Daily (ESBD),

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VENDOR INFORMATION

CONFLICT OF INTEREST STATEMENT

I, _____, the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by the commitments contained herein.

I am acting on my own accord and am not acting under duress. I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with this vendor in return for favorable consideration of this request.

Signature _____
(Primary User)

Date: _____

DEPARTMENT APPROVAL Dean/Chair/Business Officer/AVP Facilities

By signing below, the department certifies that the information submitted on this form has been reviewed and this purchase has departmental approval. The final determination of sole source approval shall be made by the Purchasing Office.

