FLORIDA STATE UNIVERSITY
REQUEST FOR EMERGENCY PURCHASE

This is to request authority for any Emergency Purchase under e.240.225, 240.227(1), 287.057(3)(a) of the Florida Statutes and 6c2-2.015(10) of the Administrative Rules of Florida State University.

INSTRUCTIONS:

1. The initiating authority should supply the information requested below and secure the signature of the Dean or Department Head.
2. Submit one copy of this request with a Requisition attached to the Director of Purchasing.
3. The Director of Purchasing will make a recommendation based on the facts presented and forward the entire file to the Vice President for Finance and Administration for consideration.
4. Upon approval by the Vice President for Finance and Administration, or his authorized designee, the executed copy of this request will be forwarded to the Director of Purchasing for preparation of a letter of exemption and a purchase order.

Description of Item(s)	Estimated Cost	Vendor	Budget Number

Explain in detail the circumstances necessitating this Emergency Purchase (attach extra sheet if necessary):

_____
_____
_____
_____

I hereby certify that this request to proceed on an Emergency Purchase basis is necessary and that delay, incident to a call for bids, would not be in the best interest of the Florida State University or the State of Florida. I attest that I am independent of, and have no conflict of interest in the entity selected to receive this order.

_____
Initiator's Full Name (Signature) Title Date

_____
Dean or Department Head Title Date

I attest that I am independent of, and have no conflict of interest in the entity selected to receive this order.

_____
Purchasing Agent (Signature) Title Date

Under the circumstances and conditions as outlined above this request for waiver of bidding is
_____by the Director of Purchasing.

_____
Director of Purchasing Date

_____
Vice President for Finance and Administration Date

FSU Form No. EB306
(Revised 01/91)