



INTER-OFFICE CORRESPONDENCE

EMERGENCY REQUISITION

JUSTIFICATION AND APPROVAL REQUEST

Business and College Services

TO: George Chidiac
Director, Purchasing & Contracts Administration

Date:

Req No.

FROM: (Name of Cost Center Manager/Title)
(Department Name)

Emergency: Is defined as 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.

Only justifiable Emergency Requisitions, fitting the definition of emergency, will be reviewed and approved by the Director of Purchasing and Contract Administration. No exceptions.

Due to the sudden and unexpected occurrence described below, this Emergency Requisition to encumber and disburse necessary funds is hereby submitted.

Total Cost Including Taxes

Vendor/Contractor Name:
(Enter Vendor/Contractor's name).

Requisition Number

Type of Emergency: (Describe the emergency and how operations will be impacted if request is denied).

Justification for the Emergency Request: (Enter justification for the sudden and unexpected request)

Please contact me should you require additional information.

Supporting documentation (Requisition/ Invoice/... attached

Yes

No

George Chidiac
Director, Purchasing & Contracts Administration

Approved

Denied