

# Flagstaff Unified School District, No. 1

## Emergency Procurement Justification Form

Date: \_\_\_\_\_  
To: Kim Aringdale, Director of Materials and Contract Management  
From: \_\_\_\_\_ Site: \_\_\_\_\_  
Re: Emergency Procurement Justification

Arizona Administrative Code R7-2-1056, provides for emergency purchases when normal procurement methods cannot be met and in which the conditions threaten the functioning of the School District, the preservation or protection of property or the public health, welfare or safety.

On \_\_\_\_\_ my site ( \_\_\_\_\_ ) was required to procure emergency services and/or products, in accordance with the aforementioned provision, from:

\_\_\_\_\_ at \$ \_\_\_\_\_  
\_\_\_\_\_ at \$ \_\_\_\_\_  
\_\_\_\_\_ at \$ \_\_\_\_\_

The emergency occurred at: \_\_\_\_\_ and was caused by: \_\_\_\_\_  
\_\_\_\_\_

The condition threatened the functioning of School District the preservation or protection of property, or the public health, welfare or safety because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The services and/or products include: \_\_\_\_\_  
\_\_\_\_\_

The vendor(s) selection was based on: \_\_\_\_\_  
\_\_\_\_\_

Since the procurement(s) was/were made while in an emergency status, my site was unable (due to time constraints) to secure competitive quotes. The pricing, however, was determined by me to be fair and reasonable.

\_\_\_\_\_  
Signature