



**Request for Emergency Procurement
Field Purchase Order No. _____**

Requestor: _____

Date _____

Department: _____

AC/Project #: _____

Vendor Name: _____

New Vendor : Yes, will
need to complete a W9, new vendor form
and may need to provide insurance
information

1. Date of Emergency: _____ / Estimate or Invoice Amount \$ _____

2. A Full Written Determination of the Basis of the Emergency (attach additional
documentation if needed): _____

3. Description of Product or Services Provided: _____

4. Why was this vendor selected to provide the goods or services? : _____

5. Provide copy of invoice for emergency work performed (as well as any quotes
received). Please note there should only be one invoice per FPO.

To the best of my knowledge, the foregoing summary for the product or service sought
by the requesting department meets all of the criteria for an emergency procurement.

Approvals

Finance Director: (up to \$15,000) _____

Date: _____

City Manager: (\$15,001-\$25,000) _____

Date: _____

City Council (over \$25,000): _____

Date: _____