



Emergency Purchase Request

Project Title:			
Contact Information			
Agency/Institution:		Contact Person:	
Mailing Address:		Phone Number:	
		Email Address:	
MAGIC Customer #: (only required from state)		Division/Dept:	
Project Summary			
Description of Project: (Include details of original acquisition if applicable)			
ITS Acquisition Approval (CP-1) should be effective through this date: (Approval expires one year from date of purchase)			
Costs			
NOTE : The total purchases shall only be for the purpose of meeting the needs created by the emergency situation			
Indicate MAGIC Contract and/or PO Number: (if one has been issued or created)			
Total Lifecycle Cost Estimate/Actual Amount:			
Funding Source:			
Discuss Funding: (e.g. fund number; how much of needed funding is definite; total project budget; any matching or other non-state funds)			
Acquisition Details			
Item or Part Number	Quantity	Description	Building Location(s)
Emergency Purchase			
▶ <i>If applicable, attach a certified copy of the appropriate minutes of the agency's board meeting regarding the emergency purchase.</i>			
Does the situation fall under the definition of an emergency set forth in Section 31-7-1 (f) of the Mississippi Code?			<input type="checkbox"/> Yes <input type="checkbox"/> No
What happened to cause this emergency?			
Does this emergency threaten the health or safety of any person, or the preservation or protection of property?			
<input type="checkbox"/> Yes - In accordance with Section 31-7-13 (j) of the Mississippi Code you may proceed with the emergency purchase and submit this paperwork to ITS after the fact. <input type="checkbox"/> No - You must complete and submit this paperwork to ITS for approval <u>prior to</u> making purchases.			
What would be the negative consequences of following normal purchasing procedures?			
Basis for selection of vendor(s) to be used: (What factor(s) affected the decision to choose the vendor? Include other products/vendors researched or evaluated.)			
Vendor's proposal attached:		Was a contract executed?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes (please attach) <input type="checkbox"/> No	
MAGIC Vendor Code(s) - Vendor must be in MAGIC before a CP-1 can be issued.			
Place Order To	Vendor Name:	Remit To	Vendor Name:
Vendor Code:	Vendor Address:	Vendor Code:	Vendor Address:

By my signature, I certify that, to the best of my professional knowledge the purchase of the requested products or services is an emergency as outlined in the ITS Procurement Handbook, Rule 207.6: 013-060 Procurement Types: Emergency Purchases, and as outlined in Mississippi Code annotated Section 31-7-13 (j).

Name and Title (Agency Head/Institution President/CIO)

Signature

Date