



## Emergency Purchase Request (Where Delay Would Be Detrimental to the Interests of the State)

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	ITS	review an	d approval IS required prior to purchase
Project Title:			
<b>Contact Inform</b>	nation		
Agency/Public Un	niversity:		Contact Person:
Mailing Address:			Phone Number:
			Email Address:
MAGIC Customer #: (only required from state agencie			Division/Dept:
Project Summa			
Description of Pro of original acquisition	oject: (Include details		
		ıld be effec	tive through this date: (Approval expires one year from date of purchase)
Costs	pprovai (or i) ono		( pprovide state of particular and or particular
	nurchases shall	only be for	r the purpose of meeting the needs created by the emergency situation.
			umentation must be submitted for each declared emergency separately.
<u> </u>	or PO#: (if one issued		Total Cost Estimate/Actual Amount:
	Click Here to Select	or oroatou)	Total Goot Edillato/Actual Alliquit.
	(e.g. fund number; how	v much of	
needed funding is det	finite; total project budg		
matching or other nor	·		
Acquisition De			
Item or Part Numb	ber Quantity	Description	n Building Location(s)
Please review R	ula 207 6: 013-06	of the ITS	S Procurement Manual for detailed descriptions of the below questions.
		<i>,,</i> or the H s	o Producement Manual for detailed describitors of the delow duestions.
► If applicable, att	ach a certified copy o	of the approp	priate minutes of the agency's board meeting requesting the emergency purchase.
► If applicable, att	ach a certified copy on fall under the defin	of the approp	emergency set forth in Section 31-7-1(f) of the Mississippi Code?
► If applicable, att.  Does the situation  Yes □ No If n	ach a certified copy on fall under the defin	of the appropriation of an	priate minutes of the agency's board meeting requesting the emergency purchase.
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Emergency Purchases.

Name and Title (Agency Head/Public University President/CIO) Signature Date