# DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES

# OFFICE OF STATE PROCUREMENT

Emergency Procurement Justification Form

Complete all sections of this *Emergency Procurement Justification Form* and follow the steps specified in the *Emergency Procurement Procedures*. Email the completed form, a copy of the unreleased purchase order, and a copy of the quotation abstract to the Office of State Procurement review mailbox at osp.review@arkansas.gov to ensure timely review.

# Procurement Unit Requesting the Emergency Procurement

Requesting Department: Choose an item.

Requesting Division: Click here to enter text.

Purchasing Contact: Click here to enter text. Phone Number: Click here to enter text.

Email: Click here to enter text.

# General Information

Description of Service/Commodity: Click here to enter text.

Vendor Name: Click here to enter text.

Start Date of Resulting Contract: Click to enter date. Expiration Date of Resulting Contract: Click to enter date.

Total Projected Cost: Click here to enter text.

# Identify the circumstances justifying an Emergency Procurement. Indicate how human life or health, state property, or the functional capability of a state agency is endangered.

Click here to enter text.

# Provide additional details as needed.

Click here to enter text.