



Emergency Procurement Determination Request

ROUTING	PMM
	MSC 3890
	purchasing@nmsu.edu
	Phone 646-2916

Instructions: In accordance with Procurement Code 13-1-127 and NMSU's Business Procedures Manual, Administrative Rules and Procedures (ARP), an emergency condition **is a situation which creates a threat to the public's health, welfare, safety, or to property such as may arise by reason of floods, epidemics, riots, equipment failures or similar events.** The existence of the emergency condition creates an immediate and serious need for services or construction that cannot be met through normal procurement methods. Emergency procurements shall not include the purchase or lease-purchase of heavy road equipment. During regular working hours, the Procurement Services Office should be informed at once of emergency purchases greater than \$2,500. When circumstances beyond the department's control prevent following established procedures or when delay would be detrimental or prove costly to the university, an emergency purchase may be made with the approval of the Director of the Procurement Services Office.

SECTION 1: REQUESTOR INFORMATION

Name: _____ Date (mm/dd/yyyy): _____

Phone: _____ Email: _____

Department: _____ College/Division: _____

SECTION 2: REQUEST DETAILS

Description of Services, Construction or Items of Tangible Personal Property

Supplier: _____ Dollar Amount: \$ _____

Supplier Address: _____

Listing services, construction or items of tangible personal property procured: _____

SECTION 3: REQUEST DESCRIPTION

Describe the Circumstances of the Emergency:

SECTION 4: OFFICIAL APPROVAL

Procurement Services: This procurement and the contractor selection meets the requirements of 13-1-127 NMSA 1978 as an emergency and the contractor selection is appropriate under the statutory requirements.

Printed Name: _____ Signature: _____ Date: _____

Reset