

CSULB

EMERGENCY PURCHASE AUTHORIZATION

Ref.PCC 1102, and 10302, CSU Policy Manual for Contracts & Procurements

Dollar Thresholds:

\$ 5,000 Public Works
\$10,000 Goods & Commodities
\$50,000 Services

"Emergency," as used in the Public Contract Code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Work on all projects must still be done under contract awarded to the lowest responsible bidder, except that it may be done by day's labor under the direction of the trustees, by contract upon informal bids, or by a combination thereof .

When an emergency requires the immediate procurement of supplies, equipment or service, without the taking of formal bids, this emergency authorization shall be attached to the requisition. The requisition and emergency authorization request must be signed by the Department and immediately delivered to the Director of Procurement and Support Services. No work may commence without prior notice to and authorization by the Director of Procurement and Support Services.

The attached requisition has been submitted for emergency processing based on the justification described below.

DEPARTMENT _____ REQUISITION NUMBER _____

DESCRIPTION OF SERVICES, SUPPLIES OR EQUIPMENT REQUIRED TO PREVENT OR MITIGATE THE EMERGENCY:

REASON FOR REQUEST (Statement regarding emergency):

Date Emergency Occurred: _____

I certify that this emergency poses a clear and imminent danger, requiring immediate procurement of services, supplies or equipment to prevent or mitigate the loss or impairment of life, health, property, or essential public services, and would not have been avoided by due care and diligence.

Department Signature _____ Date _____

I have reviewed and approved this request, finding it in compliance with PCC 1102

Director, Procurement and Support Services _____ Date _____

Associate Vice President, Financial Management _____ Date _____
(Required on expenditures over \$250,000 or more)

Vice President, Administration and Finance _____ Date _____
(Required on expenditures over \$250,000 or more)