

# Emergency Purchase Authorization Form

Department of Procurement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

## GENERAL INSTRUCTIONS

The emergency procurement of goods and services is permitted only if the procurement is necessitated by an emergency as defined in the procurement manual. An emergency may arise in order to protect personal safety, life, or property (i.e., an occurrence of a serious, urgent, and threatening nature that demands immediate action to avoid termination of essential services or a dangerous condition).

## REQUESTOR INFORMATION

Date: \_\_\_/\_\_\_/\_\_\_ School or Division/Department \_\_\_\_\_ Phone #: \_\_\_-\_\_\_-\_\_\_  
Requestor Name: \_\_\_\_\_ Email: \_\_\_\_\_

## DESCRIPTION OF THE EMERGENCY

Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_  
Details:

Select one of the following:

- Threat to terminate essential services.
- Threat to Public/Student/Staff safety, health, and/or welfare

How was competition conducted? *(Explain who was contacted, how many quotes were obtained and how the provider was selected.)*

Vendor's Name: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Goods or Services Purchased:

Supervisor/Director Signature \_\_\_\_\_ Division Chief Signature \_\_\_\_\_

Chief Financial Officer Signature \_\_\_\_\_

## PROCUREMENT APPROVAL

- Approved  Not Approved

Director of Procurement Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## REQUIRED ACTION FOR REQUESTING OFFICE UPON APPROVAL

- A requisition should be submitted in the MCPS Business Hub+ within 5 business days after the occurrence of the emergency.
- It is required that a memo to the Board be submitted for the next available Board meeting immediately following the emergency. The requesting division/department must work immediately with the Department of Procurement to complete this memo.