

UNIVERSITY OF HAWAI'I REQUEST FOR EMERGENCY PROCUREMENT

TO: Office of Procurement and Real Property Management

FROM: _____

(Department/Program)

Pursuant to APM Section A8.260, the Department requests approval for this emergency procurement.

Date: _____ After the fact: Yes No
 Nature of the Emergency:

Vendor: _____

Amount: _____

Description and purpose of goods, services, or construction to be purchased:

Reason for Vendor Selection:

Direct questions to: _____ Phone: _____

I certify that the information provided above is, to the best of my knowledge, true and correct.

 Full Name of Principal Investigator,
 Department Head, or Administrator

Signature

Date

Approved:

 Full Name of Fiscal Officer

Signature

Date

OPRPM Notes:

 APPROVED DISAPPROVED

 President, University of Hawai'i

Date