

**Request for Emergency Purchasing Authority (EPA)
from
Division of Purchasing (DOP)**

E-mail Completed Request Form to: purchasing@adm.idaho.gov

Agency Purchasing Representative (name):	
E-mail/Phone:	
Name of Agency:	
Request for the Purchase of:	
Requested Supplier (vendor name):	
Cost Estimate (attach invoice/quote):	

Upon approval of the Administrator of the Division of Purchasing emergency purchases may be made to address a situation that creates a threat to public health, safety or welfare, e.g. by reason of floods, epidemics, equipment failures or other similar circumstances (I.C. §67-9221, IDAPA 38.05.01.042-043).

Background and Justification (attach additional sheets as needed):

Agency Certification: *The information provided above is true and accurate to the best of my knowledge; and there is insufficient time and/or other extenuating circumstances (detailed above) creating a public exigency which require a direct and immediate procurement, in the best interest of the State:*

Agency Representative (signature): _____ Date: _____

Approved **Rejected** DOP Administrator Signature: _____

DOP Administrator Printed Name: _____

Date: _____