



Notice of Emergency Repair/Purchases

Date of Emergency:

Location of Emergency:

Description of Emergency:

Describe how this emergency affects the health / safety / welfare of the staff or students or will lead to the closing of a building/campus:

Awarded vendor to complete emergency repair:

Amount of the award:

**If the amount is over \$10,000 Terry Barnes and/or Rose Bellanca need to be notified as soon as possible*

Department:

Responsible Manager:

Title:

VP signature:

Date:

Purchasing Office Information Only

Notified CFO / President:

Notification sent to Board of Trustees:

PO Issued: