



# STATE PROCUREMENT OFFICE EMERGENCY PROCUREMENT REQUEST

1. TO: Chief Procurement Officer

2. FROM:

Department/Division/Agency

Pursuant to §103D-307, HRS, and Subchapter 10, Chapter 3-122, HAR, the Department requests approval for the following:

3. Date	4. After the fact <input type="checkbox"/> YES <input type="checkbox"/> NO
5. Nature of the Emergency	

6. Vendor: Address:	7. Price:
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8. Description of goods, services, or construction to be purchased

9. Reason for Vendor Selection

10. Direct questions to: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**Reserved for SPO Use Only**

12. Chief Procurement Officer's comments:

13.

APPROVED  DISAPPROVED  NO ACTION REQUIRED

\_\_\_\_\_

Chief Procurement Officer

Date

14. E.P.No. \_\_\_\_\_