



Procurement Services Department
12479 Research Parkway Bldg. 600
Orlando, FL 32826
Ph. (407) 823-2661 Fax (407) 823-5551

EMERGENCY PURCHASE CERTIFICATION

UNDER THE PROVISIONS OF UCF RULE 7.130, EMERGENCY PURCHASES

EMERGENCY PURCHASE ORDER NUMBER: DATE:

DESCRIPTION:

[Empty box for description]

PRICE: REQUISITION NO: DEPT/PROJECT#:

CONDITIONS AND CIRCUMSTANCES:

[Empty box for conditions and circumstances]

CERTIFICATION

I, THE UNDERSIGNED, AFTER DUE AND DILIGENT INVESTIGATION HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE COMMODITIES/SERVICES FROM THE VENDOR INDICATED WERE PURCHASED IN AN EXISTING EMERGENCY.

Signature Department Head: Chair/Director - Name/Title Date

Signature Division Head: V/P Dean or Designee - Name/Title Date

Signature Provost: Academic Units Only - Name/Title Date

Signature William F. Merck II: Vice President for Administration and Finance And Chief Financial Officer Date