



# Procurement Services

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## EMERGENCY PURCHASE CERTIFICATION

UNDER THE PROVISIONS OF UCF REGULATION 7.130, EMERGENCY PROCUREMENTS

EMERGENCY PURCHASE ORDER NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

DESCRIPTION:

PRICE: \_\_\_\_\_ REQUISITION #: \_\_\_\_\_ DEPT/PROJECT #: \_\_\_\_\_

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 SUPPLIER INDICATED WERE PURCHASED IN AN EXISTING EMERGENCY.

\_\_\_\_\_  
Signature Department Head: Chair/Director – Name/Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature Division Head: VP, Dean or Designee – Name/Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature Provost: Academic Units Only – Name/Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature Chief Operating Officer \_\_\_\_\_ Date \_\_\_\_\_