

**BLOUNT COUNTY PURCHASING DEPARTMENT  
EMERGENCY PURCHASE EXPLANATION FORM**

**DATE** \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ BUDGET CODE \_\_\_\_\_

PRODUCT OR SERVICE REQUIRED \_\_\_\_\_

REASON FOR EMERGENCY PURCHASE \_\_\_\_\_

**TYPE OF PURCHASE**

Please indicate below the type of purchase:

Sole Source Affidavit Attached     Quotes Received & Attached     Specifications Attached

**Emergency Purchase Justification:**

Vendor Name:
Contact Name:
Phone:
<b>Item and Reason for Emergency Purchase</b>

I hereby certify that this is an emergency purchase and that I have made every effort to secure at least three quotes for the products and/or services requisitioned.

Price Quote Secured By \_\_\_\_\_ Date \_\_\_\_\_

Departmental Approval \_\_\_\_\_ Date \_\_\_\_\_

Finance Approval \_\_\_\_\_ Date \_\_\_\_\_

Purchasing Agent Approval \_\_\_\_\_ Date \_\_\_\_\_