

**NOTICE OF EMERGENCY PURCHASE
(PUR 7800)**

Instructions: When making an emergency purchase, e-mail a scan of this completed Form to emergencypurchase@dms.fl.gov. Alternatively, this completed Form may be mailed to the Division of State Purchasing, Attn: Notice of Emergency Purchase, 4050 Esplanade Way, Tallahassee, FL 32399. Any voucher to the Chief Financial Officer authorizing payment for this emergency purchase must be accompanied by a copy of this completed Form as submitted.

Agency Name:

Agency Approver name & Title:

Email:

Agency Contact Name & Title:

Address:

Telephone:

Email:

Internal tracking number, if any:

VENDOR

Vendor Name:

Commodity/Contractual Service procured:

Cost/Amount Expended:

Purchase Order/Contract/Agreement number (if applicable):

1. An immediate danger to the public - check all that apply: health, safety, welfare, or other substantial loss to the state, requires emergency action.
2. Describe the circumstances giving rise to the emergency action (additional materials may be attached to this PUR 7800 if necessary):
3. Describe efforts to obtain pricing information from at least two vendors, or describe the increased immediate danger that would result from such efforts (additional materials may be attached to this PUR 7800 if necessary):

Agency head or designee signature required. If signed by designee, attach determination as to number 1 above, signed by the agency head.

Signature: _____

Name: _____

Title: _____

Date: _____