

DOCUMENTS REQUIRED FROM AGENCY FOR AN EMERGENCY PURCHASE

Emergency: A purchase made when unforeseen causes arise. Emergency purchases are not used for hardship resulting from neglect, poor planning, or lack of organization by the agency.

The information below is a checklist of Agency responsibilities in processing an Emergency Purchase. Please note, however, that while this information is accurate in most cases, there may be occasions where additional information may be needed or required.

Description
WV-35 Requisition or RQH Screen Signed by Agency
* WVFIMS Agency Cover Sheet (P-Document)
Agency Justification Letter for Emergency Purchase
Pre-Approval From Purchasing Division
Emergency Bids (at least 3 are required or explanation of efforts to obtain bids if 3 cannot be obtained)
Signed and Dated Quote from Selected Vendor (written agency justification required for selection of higher bid)
Purchasing Affidavit Signed and Dated by Selected Vendor
Certification of Non-Conflict of Interest Signed by Agency Procurement Officer & Other Appropriate Staff
WV-96 Agreement Addendum signed by Vendor & Agency (if applicable)

* Projects that are funded by sources whereby invoices will not be processed by the State Auditor's Office do not require a P-Document. However, in those cases the funding source must be named on the WV-35 to be carried forward on the Purchase Order.