



Purchasing Department
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EMERGENCY PURCHASE CERTIFICATION

UNDER THE PROVISIONS OF UCF RULE 7.130, EMERGENCY PURCHASES

EMERGENCY PURCHASE ORDER NUMBER: _____ DATE: _____

DESCRIPTION:

PRICE: _____ REQUISITION NO: _____ 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 VENDOR INDICATED WERE PURCHASED IN AN EXISTING EMERGENCY.

DEPARTMENT HEAD: _____ DATE: _____
(CHAIR/DIRECTOR)

DIVISION HEAD: _____ DATE: _____
(VP/DEAN OR DISIGNEE)

PROVOST: _____ DATE: _____
(ACADEMIC UNITS ONLY)

WILLIAM F. MERCK II: _____ DATE: _____
VICE PRESIDENT FOR ADMINISTRATION AND FINANCE
AND CHIEF FINANCIAL OFFICER