

## UNIVERSITY OF HAWAI'I REQUEST FOR EMERGENCY PROCUREMENT

**To:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Name of Fiscal Administrator

**From:** \_\_\_\_\_  
Name of Principal Investigator, Department Head, Administrator

Pursuant to Administrative Procedure 8.260 (goods and services) and 8.281 (construction) and consistent with Hawaii Revised Statutes §103D-307, and Hawaii Administrative Rules Chapter 3-122, Subchapter 10, the Department requests approval for this emergency procurement as follows (attach additional sheets as necessary):

Date of Emergency: \_\_\_\_\_ After the fact: ☐ Yes ☐ No  
Nature of the Emergency:

Vendor: \_\_\_\_\_ Amount: \_\_\_\_\_

Description and purpose of goods, services, or construction:

Reason for Vendor Selection:

Direct questions to: \_\_\_\_\_ Phone: \_\_\_\_\_

Certification: I certify that the information provided herein is true and correct to the best of my knowledge.

\_\_\_\_\_  
Full Name of Principal Investigator, Department Head, or Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Full Name of Fiscal Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Vice President, or Chancellor (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPROVED ☐ DISAPPROVED ☐

\_\_\_\_\_  
Director, Office of Procurement Management or  
Facilities Contract Manager, Facilities and Contracts Office (if applicable)

\_\_\_\_\_  
Date

APPROVED ☐ DISAPPROVED ☐

\_\_\_\_\_  
Chief Procurement Officer, University of Hawai'i (if applicable)

\_\_\_\_\_  
Date