**OSP Justification Form**

**Emergency Procurement**

Complete all sections of this form and follow the steps specified in the *Emergency Procurement Procedures*. Email the completed form, a copy of the unreleased purchase order, and a copy of the quotation abstract to the Office of State Procurement review mailbox at [osp.review@arkansas.gov](mailto:osp.review@arkansas.gov) to ensure timely review.

**Procurement Unit Requesting the Emergency Procurement**

Requesting Department: Choose an item.

Requesting Division: Click here to enter text. Purchasing Contact: Click here to enter text.

Phone Number: Click here to enter text. Email: Click here to enter text.

**General Information**

Description of Service/Commodity: Click here to enter text.

Vendor Name: Click here to enter text.

Total Projected Cost: Click here to enter text.

Start Date of Resulting Contract: Click to enter date.

Expiration Date of Resulting Contract: Click to enter date.

**Identify the circumstances justifying an Emergency Procurement. Indicate how human life or health, state property, or the functional capability of a state agency is endangered.**

Click here to enter text.

**Provide additional details as needed.**

Click here to enter text.