

Date:_____

409 SOUTH MAIN STREET, 3RD FLOOR HARRISONBURG, VA 22801 FINANCE OFFICE (540) 432-7702 • FAX (540) 432-7779 PURCHASING OFFICE (540) 432-7779 • FAX (540) 432-7779

NOTICE OF EMERGENCY AWARD

Code of Virginia 2.2-4303 F. dictates that emergency purchases must be documented in writing and the written notice shall be posted on the eVA website. Please complete the following information and send the form to the Purchasing Office for posting. This document shall also be submitted with the requisition.

Department:	
Commodity/Service:	
Contractor/Vendor:	
This Contractor/Vendor was selected because:	
Nature of the Emergency:	
Signature:	Date: