



CITY OF HARRISONBURG
**FINANCE
& PURCHASING**

409 SOUTH MAIN STREET, 3RD FLOOR
HARRISONBURG, VA 22801
FINANCE OFFICE (540) 432-7702 • FAX (540) 432-7779
PURCHASING OFFICE (540) 432-7794 • 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.

Date: _____

Department: _____

Commodity/Service: _____

Contractor/Vendor: _____

This Contractor/Vendor was selected because:

Nature of the Emergency:

Signature: _____ Date: _____