



**INTER-OFFICE CORRESPONDENCE**  
**EMERGENCY REQUISITION**  
**JUSTIFICATION AND APPROVAL REQUEST**  
**Business and College Services**

TO: **George Chidiac**  
Director, Purchasing & Contracts Administration

Date :

Req No.

FROM: (Name of Cost Center Manager/Title)  
(Department Name)

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**Emergency: Is defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.**

**Only justifiable Emergency Requisitions, fitting the definition of emergency, will be reviewed and approved by the Director of Purchasing and Contract Administration. No exceptions.**

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***Due to the sudden and unexpected occurrence described below, this Emergency Requisition to encumber and disburse necessary funds is hereby submitted.***

Total Cost Including Taxes

Vendor/Contractor Name:  
(Enter Vendor/Contractor's name).

Requisition Number

Type of Emergency: (Describe the emergency and how operations will be impacted if request is denied).

Justification for the Emergency Request: (Enter justification for the sudden and unexpected request)

Please contact me should you require additional information.

Supporting documentation (Requisition/ Invoice/... attached

Yes

No

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**George Chidiac**  
Director, Purchasing & Contracts Administration

Approved

Denied