

**Utah Department of Human Services
Notice of Emergency Procurement**

**Please complete and send with any additional supporting documentation to DHSFinance@utah.gov.
Related: FIACCT 04-10.00; Utah Administrative Code 63G-6a-803 and Administrative Rule R33-8-401**

Department contact name and title:	
Date emergency occurred or began:	
Date DHS Bureau of Finance notified:	
Vendor name:	
Total estimated cost:	

Description of the specific emergency that necessitated the emergency procurement:

Basis for the selection of the procurement item or service. What if any steps were taken to ensure that the procurement was made with as much competition as reasonably practicable. (phone quotes, internet quotes):

Name of the highest ranking government official who approved the emergency procurement:

Was a written contract issued for this emergency procurement?

If Yes, attach the contract.