The undersigned Initiator and Dean or Department head each attest that he/she has determined that a condition exists which threatens the health or safety of persons or animals, the preservation or protection of property, or a vital University function, and certifies that an emergency exemption from the competitive solicitation requirement is warranted, pursuant to Board of Governors Regulation 18.001 and FSU Regulation FSU-2.015(9(a)).

**INSTRUCTIONS:**

1. Contact the Procurement Specialist (644-6850) who handles the commodity or service to be purchased, to discuss whether or not an emergency exemption is likely to be granted.
2. Clearly and accurately enter all required information.
3. Obtain the signature of the Dean or Department Head.
4. Submit a requisition in OMNI and forward this request to the Procurement Specialist. In the comments section of your requisition, advise how the form is being sent to Procurement Services.
5. The Director of Procurement Services will make a recommendation based on the facts presented and forward the request to the Vice President for Finance and Administration.
6. If the Vice President approves the request a purchase order will be issued. If he does not approve it, the Procurement Specialist will contact the department to proceed with a competitive solicitation.

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<th>Description of item(s) or services.</th>
<th>Total Cost</th>
<th>Vendor</th>
<th>Dept. ID/Fund</th>
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In the space below, detail the circumstances necessitating this emergency purchase. If full details are on a separate attachment, you must enter a brief description here, and indicate the number of pages attached.

_________________________

By signing this form I certify that this purchase is an emergency as defined in Board of Governors and University regulations and that I am independent of, and have no conflict of interest with regard to the vendor.

Initiator's Name/Signature/Title Date

Dean or Department Head Title Date

Procurement Agent (Signature) Title Date

Under the circumstances and conditions as outlined above this request for waiver from competitive solicitation is RECOMMENDED/ NOT RECOMMENDED.

Director of Procurement Services & Chief Procurement Officer Date

Vice President for Finance and Administration Date