

**EMERGENCY REQUEST FOR FSU AGENT P-CARD ORDERS**

NOTE: This form must be filled out in its entirety. Please insure that person signing as Dept. Approver is an authorized OMNI approver or a Dean/Director/Department Head for your department. When completed and signatures obtained, scan and email to the Procurement Specialist responsible for commodity. It is recommended to coordinate with the Procurement Specialist prior to sending.

\*\*If information is missing or inappropriate individual signed as the approver, the purchase will not be made.

Requester Name: \_\_\_\_\_ Requestor Phone: \_\_\_\_\_

Department Name: \_\_\_\_\_

Dept Id/Fund/Project: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Alternate Dept Id/Fund/Project: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (to be used if above budget fails budget check)

Delivery Location: \_\_\_\_\_

Category Code: \_\_\_\_\_ Requisition Number: \_\_\_\_\_  
[only if applicable (if no req. established enter N/A)]

Date Sent to Procurement Services: \_\_\_\_\_

Recommended Vendor: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Fax Number: \_\_\_\_\_ Vendor FEID: \_\_\_\_\_

Vendor OMNI ID (if applicable): \_\_\_\_\_ Date Items Required: \_\_\_\_\_

Dept. Approver: \_\_\_\_\_ Signature of Approver: \_\_\_\_\_  
(Must have authority to Approve OMNI Reqs.)

I have verified that there is enough money in the budget provided in the correct account (EXP or OCO) to pay for this order.

Budget Account Manager Signature: \_\_\_\_\_

\*\*\*Note: If an OCO item is purchased, it is the responsibility of the requester listed above to contact Asset Management to obtain an asset tag for the item.

Items Required

1. **Nomenclature/Name of Item Needed:** \_\_\_\_\_

**Make/Mfg/Item/Part/Stock#:** \_\_\_\_\_

Quantity: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

2. **Nomenclature/Name of Item Needed:** \_\_\_\_\_

**Make/Mfg/Item/Part/Stock#:** \_\_\_\_\_

Quantity: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

3. **Nomenclature/Name of Item Needed:** \_\_\_\_\_

**Make/Mfg/Item/Part/Stock#:** \_\_\_\_\_

Quantity: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

4. **Nomenclature/Name of Item Needed:** \_\_\_\_\_

**Make/Mfg/Item/Part/Stock#:** \_\_\_\_\_

Quantity: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

5. **Nomenclature/Name of Item Needed:** \_\_\_\_\_

**Make/Mfg/Item/Part/Stock#:** \_\_\_\_\_

Quantity: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

6. **Nomenclature/Name of Item Needed:** \_\_\_\_\_

**Make/Mfg/Item/Part/Stock#:** \_\_\_\_\_

Quantity: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Print Form