Emergency Procurement Log

(NAME of School Food Authority)

School Year \_\_\_\_\_\_\_\_

Use this form to record non-competitive emergency purchases that occur as a result of an unforeseen event. This can be completed per transaction or per contract (as applicable).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Purchase | | Description or justification of situation requiring Emergency Procurement and Contract Type (if applicable)  *(Attach Relevant Documentation)* | | | | | | Product(s) and/or Service(s) Purchased  *(Quantity and Description)* | | | Supplier/Vendor Name, Address, Phone Number | Unit Price for Each Product/Service | Method of Communication for Purchase  (email, phone, etc.) |
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| Signature: | | |  | |  | | | |
| Date: | | |  | |  | | | |
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Directions: Emergency Procurement Log

Purpose: This tool is intended to track non-competitive emergency purchases made by the School Food Authority (SFA) using School Nutrition funds. This tool helps the SFA to maintain the documentation required for Administrative/Procurement Reviews.

Directions:

SFA Name: Record the name of the SFA.

School Year: Record School Year during which the emergency procurement purchase was made.

Date of Purchase: Record the date of the emergency procurement purchase.

Description or justification of situation requiring the use of an Emergency Procurement, the contract type and the method used to determine that the cost of each item is reasonable: Record a descriptive statement that explains (1) why the emergency procurement purchase is the most suitable method, (2) what contract type, if applicable, and (3) what process was used to obtain cost of product/service and what measures were used to determine whether cost was reasonable.

Product(s) and/or Service(s) Purchased (Quantity and Description): List the product(s) and/or service(s) procured under the emergency procurement.

Supplier/Vendor Name, Address and Phone Number: Record the name, address and phone number of the vendor or supplier.

Unit Price for Each Item: Record the amount of each unit purchased.

Method of Communication: Record method of communication used to contact or purchase from vendor or supplier for the emergency procurement (such as via email, phone, or etc.).

Signature of Person Completing This Form: Person contacting the vendors/suppliers and completing the document must sign the form.

Date: Record the date of completion of this document.

Attach additional documentation, as appropriate, to justify the emergency procurement.