

TO: Chris Liu, Director
FROM: [AGENCY HEAD NAME AND TITLE]
DATE: [CURRENT DATE]
SUBJECT: NOTICE OF EMERGENCY PURCHASE

This memo is to give you notice that [AGENCY NAME] has made an Emergency Purchase. The purchase was for [DESCRIBE THE GOOD AND OR SERVICE THAT WAS PURCHASED].

[DESCRIBE THE EMERGENCY HERE]

[DESCRIBE THE CIRCUMSTANCES LEADING UP TO THE EMERGENCY HERE]

[EXPLAIN WHY THE CIRCUMSTANCES REQUIRED AN EMERGENCY PURCHASE HERE]

[Note: Emergency contracts must be submitted to the Department of Enterprise Services and made available for public inspection within three working days following the commencement of work or execution of the contract, whichever occurs first.]