

Appendix K:

INSTRUCTIONS FOR EXIGENCY PURCHASE REPORT (PD-71)

1. Complete the PD-71 and submit to Procurement Services. If additional space is required, attach a supplemental page(s).
2. Limit form to one vendor and one B.P.A. (Multiple invoices from same vendor can be listed on the B.P.A.)
3. Submit PD-13 "Brand Name" Justification if appropriate. Sign and date the form.
4. Attach original copies of all written quotations, if available.
5. Submit PD-14 "Sole Source" Justification if appropriate. Sign and date the form
6. Staple the completed BPA form and invoice(s) to the PD-71.
7. Obtain all required signatures (see Appendix E "Signature Routing Instructions").

Correct order of forms when submitting the Exigency Purchase Report (EPR):

1. EPR (PD-71)
2. Written Bids (PD-46) or Tabulation of Bids from a Limited Solicitation (PD-20), if applicable
3. Sole Source Justification (PD-14), if applicable
4. Brand Name Justification (PD-13), if applicable
5. PARR form, if applicable
6. If buying used equipment, submit information regarding used equipment per instructions in the Purchasing Procedures Manual.
7. Banner Payment Authorization
8. Invoice

Forward the entire EPR package, including attachments, through the proper signature routing (Department Head, Director/Dean, OSP, and appropriate Vice President). Ensure all appropriate forms are completed and that the proper signatures are obtained **before** submitting the EPR package to Procurement Services.

Upon receipt, Procurement Services will process the EPR. The Director of Procurement will review the EPR. The EPR package may be forwarded to the Associate Vice President of Financial Services for review of the EPR and approval of the BPA. The Director of Procurement or the Associate Vice President of Financial Services may prepare a letter to your Department Head, Dean or Director. The vendor will not be paid until the EPR package is approved. If you have any questions about this process, please call Procurement Services at 994-3211.

Thank you.