

**Emergency Procedures: N.J.S.A 18A:64-57**

Any purchase, contract, or agreement may be made, negotiated, or awarded by the University without public advertising for bids and bidding therefor, notwithstanding that the cost or contract price will exceed the appropriate threshold amount, when an emergency affecting the health, safety, or welfare of occupants of University property requires the immediate delivery of the materials or supplies or the performance of the work, if the purchases, contracts, or agreements are made in the following manner:

- 1) A written statement of explanation for the performance of the work or the furnishing of materials or supplies, certified by the University employee in charge of the building, facility, or equipment where the emergency occurred, is filed with the Office of Procurement & Contracting, describing the nature of the emergency, the time of its occurrence, and the need for invoking an Emergency Procedure. The Director of the Office of Procurement & Contracting, or designee, being satisfied that the emergency exists, is authorized to approve the work, materials, or supplies.
- 2) Upon furnishing the work, materials, or supplies in accordance with the terms of the contract, or agreement, the contractor furnishing the work, materials, or supplies is entitled to be paid therefor, and the University is obligated for the payment.

<b>Nature of the Emergency:</b>
<b>Location, Date &amp; Time of Emergency:</b>
<b>State the Need for Invoking this Emergency Procedure:</b>

-Certification must be made by the University employee in charge of the building, facility, or equipment where the emergency occurred-

<b>Print Name</b>	
<b>Title</b>	
<b>Date</b>	
<b>Signature</b>	

Reviewed and approved by the Director of Procurement & Contracting, or designee: