



CITY OF CORAL GABLES

405 Biltmore Way
Coral Gables, FL 33134
(305) 460-5102

Finance Department / Procurement Division

Request for Emergency Purchase

(Not to exceed \$100,000 for supplies and services or \$25,000 for construction)

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PART I: Department/Vendor Information

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|------------|--|----------------------|--|-----------------|--|
| Department | | Contact | | Requisition No. | |
| Vendor | | Purchase Description | | Price | |

PART II: Justification (Supporting documentation must be included/attached)

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| Emergency Procurement | |
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Special Note: The justification must include a basis for the emergency and the selection of the particular contractor for the purchase.

Department Head

City Manager or Designee