

EMERGENCY PURCHASE AFFIDAVIT

This form must be filed with the Auditor General's Office and the Chief Procurement Officer within 10 days of an emergency purchase.

Agency/Institution: _____

Division/Department: _____

Address: _____

Vendor: _____

Address: _____

State of Illinois)
:SS
County of _____)

Prepared for: Auditor General
Chief Procurement Officer

I, _____, being duly sworn, solemnly (swear)(affirm) that:
(name of affiant)

- I am _____
(give official title and office of affiant)
- I have authorized the expenditure of funds for an emergency.
- This expenditure is justified as:
 - An emergency involving public health.
 - An emergency involving public safety.
 - Necessary to protect State property from further loss or damage.
 - Necessary to prevent or minimize serious disruption in State services.
 - Necessary to insure integrity of State records.
 - Quick purchase as provided by Section 20-30(d) of the Illinois Procurement Code.
- The conditions and circumstances requiring this emergency expenditure are:

(continue on other side if necessary)

- That the amount of this expenditure is \$_____ Actual or Estimated
(If an estimated cost is provided, the actual cost must be reported to the Auditor General and Chief Procurement Officer as soon as it is known.)
- This affidavit is made pursuant to and in fulfillment of the emergency expenditure affidavit provisions of the Illinois Procurement Code [30 ILCS 500/20-30].

I know and understand the contents of this affidavit, and all statements herein are true and correct.

Signature of Affiant

Subscribed and sworn before me this _____ day of _____ 19_____.

(Seal)

X
X
X
X
X
X
X

Notary Public

My Commission expires:

(06/98)

Section 20-30. Emergency purchases.

- (a) **Conditions for use.** In accordance with standards set by rule, a purchasing agency may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to State property in order to protect against further loss of or damage to State property, to prevent or minimize serious disruption in State services, or to ensure the integrity of State records. Emergency procurements shall be made with as much competition as is practicable under the circumstances. A written description of the basis for the emergency and reasons for the selection of the particular contractor shall be included in the contract file.
- (b) **Notice.** Before the next appropriate volume of the Illinois Procurement Bulletin, the purchasing agency shall publish in the Illinois Procurement Bulletin a copy of each written description and reasons and the total cost of each emergency procurement made during the previous month. When only an estimate of the total cost is known at the time of publication, the estimate shall be identified as an estimate and published. When the actual total cost is determined, it shall also be published in like manner before the 10th day of the next succeeding month.
- (c) **Affidavits.** A purchasing agency making a procurement under this Section shall file affidavits with the Chief Procurement Officer and the Auditor General within 10 days after the procurement setting forth the amount expended, the name of the contractor involved, and the conditions and circumstances requiring the emergency procurement. When only an estimate of the cost is available within 10 days after the procurement, the actual cost shall be reported immediately after it is determined. At the end of each fiscal quarter, the Auditor General shall file with the Legislative Audit Commission and the Governor a complete listing of all emergency procurements reported during that fiscal quarter. The Legislative Audit Commission shall review the emergency procurements so reported and, in its annual reports, advise the General Assembly of procurements that appear to constitute an abuse of this Section.
- (d) **Quick purchases.** The Chief Procurement Officer may promulgate rules extending the circumstances by which a purchasing agency may make purchases under this Section, including, but not limited to, the procurement of items available at a discount for a limited period of time. [30 ILCS 500/20-30]

For continuation if necessary.