



Central Consolidated School District

Administration Complex

PO Box 1199, Shiprock, NM 87420

US Hwy 64 Old High School Rd

Business Office · 505-598-5834/598-9684 · Fax 598-6626

Personnel · 505-598-1018/368-4963 · Fax 598-1019

Administration · 505-368-4984 · Fax 505-368-5232

EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Department or School:

Contact Person:

Telephone Number:

Fax Number:

Email Address:

II. Name of Prospective Contractor:

Address of Contractor:

City, State, ZIP Code:

Telephone No.:

Fax Number:

Amount of prospective contract: \$

Term of prospective contract:

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. (Describe how you procured the services.)

CERTIFIED BY:

Requestor

Date

DEPARTMENT OR SCHOOL APPROVAL

Principal or Site Administrator

Date

CHIEF PROCUREMENT OFFICER APPROVAL

Chief Procurement Officer Signature

Date

DISTRICT SUPERINTENDENT APPROVAL

Superintendent of Schools Signature

Date