EMERGENCY PURCHASE JUSTIFICATION

TO: Franklin County Finance Department
PO Box 518 – 851 Dinah Shore Blvd
Winchester, TN 37398

Date: _____
Dept: _____
Phone: _____

Pay attached invoice from:

FUND	DEPARTMENT	EXPENSE LINE	*Sub Funds, Cost Centers and Sub Obj. are mainly for Board of Education programs.	SUB FUND	COST CENTER	SUB OBJECT

EMERGENCY PURCHASE DEFINITION: A purchase under uncontrollable or unforeseeable circumstances where any delay would endanger the health of the residents of Franklin County or cause additional and extensive damage to County property or adversely affect programs in Franklin County Government. Emergencies shall not include conditions arising from neglect or indifference in anticipating normal needs.

AFFIDAVIT
(Conditions or circumstances requiring an emergency purchase)

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*Please note any other quotes on the back of this form.

We certify that the articles or services listed on attached invoice(s) were purchased due to the above ***emergency*** circumstances.

Requested by:	Department Head Approval:	Finance Director Approval: