

Maverick County

DECLARATION OF EMERGENCY PURCHASE

Date: _____

To: **Commissioners' Court; County Auditor**

From: _____

I HERE BY REQUEST A DISCRETIONARY EXEMPTION FROM LGC 262 and following the normal purchasing policy procedure because (check appropriate line) to purchase _____(Item).

____1. Public calamity, the item MUST be purchased promptly to relieve the necessity of the citizens or to preserve county property

____2. The item is necessary to preserve or protect the public health or safety of the residents of the county

____3. Item necessary because of unforeseen damage to public property

Details why this purchase qualifies:

Initial approval phone call to County Judge and Auditor (MUST be prior to purchase or as soon as possible after purchase made-mandatory within 24 hours of calamity or immediately on the next business day):

Date of calamity or issue: ____/____/____ Date of phone call to Judge: ____/____/____

Date of phone call to County Auditor's Office: ____/____/____ Auditor contacted: _____

Approved by Department Head: _____ Date: ____/____/____

Approved by County Judge: _____ Date: ____/____/____

Approved/Verified by County Auditor: _____ Date: ____/____/____

Approved by CCT (if \$50,000 or more): Date: ____/____/____ Item: _____