**NOTICE OF EMERGENCY AWARD**

**September 9, 2016**

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| **TITLE/COMMODITY:** |  |
| **P.O or CONTRACT NUMBER:** |  |
| **CONTRACTOR(S)/VENDOR(S):** |  |
| **DATE OF EMERGENCY:** |  |

**DOCUMENT EFFORTS TO SEEK COMPETITION IF POSSIBLE:**

**THE NATURE OF THE EMERGENCY:**

**THIS CONTRACTOR(S)/VENDOR(S) WAS SELECTED BECAUSE:**

**BASIS FOR DETERMINATION THAT PRICE WAS FAIR AND REASONABLE:**

Public posting is not required for Emergency Procurements valued at a total of $50,000 and under.

RECORDS FOR THIS PROCUREMENT ARE AVAILABLE FOR INSPECTION.

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| **CONTRACT ADMINISTRATOR** | **AGENCY HEAD OR DESIGNEE** |
| **DEPARTMENT** | **UNIVERSITY OF MARY WASHINGTON** |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Date: |  | Date: |  |