Emergency Payment Request Form

UVU UTAH VALLEY UNIVERSITY

University procurement policies and procedures were not followed when placing the procurement described below because it was an extreme emergency. University policy requires a purchase order to be created before orders are placed. It also requires that a bid be completed for orders over the bidding threshold. However, it is also recognized that, in some cases, it isn't possible. The individual who placed this order attests that it was the case and is requesting that the University make payment.

Once all required fields are entered, select "Add and go to Cart" from the action menu at the top of the form and click Go.

Order Information Instructions

- **Enter Vendor:** Enter the organization or individual to be paid. If it is not found, please contact Procurement & Contract Services (procurement@uvu.edu). Once the vendor has been created, you will be notified. You can then complete the Emergency Payment Form.
- **Date:** Enter the date the order was placed with the vendor.
- **Vendor Inv #:** Enter the vendor invoice number.
- **Invoice Date:** Enter the date of the invoice.
- **Invoice Amount:** Enter the amount on the invoice.

Order Information

Vendor ★	[redacted] 63G-2-305(11)
Fulfillment Address ★	[redacted] 63G-2-305(11)
Vendor Phone	
Date the order was placed with the vendor ★	9/11/2025
Vendor Inv # ★	[redacted] 63G-2-305(11)
Invoice Date ★	9/19/2025
Invoice Amount ★	6,090.52
Product Description	Clean up for shooting incident.

Attachment Instructions

Please attach the invoice, any proof of delivery or services performed, and any contracts or agreements associated with this transaction.

Proof of delivery may be in the form of a packing slip, freight bill or other document showing items delivered or services performed.

Contracts or agreements are anything that bind the University. These documents will be filed with the Contract Office.

Attachments

Internal Attachments ★

Total ★ 6,090.52