OEM Action No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incident No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Required)

For goods and services purchased under Special Procurement No. 228.08 or ORS 190 to support declared disasters

|  |  |
| --- | --- |
| **I. Emergency Request Information Primary Contact (Mgr):** | |
| **A. Today’s Date & Time** |  |
| **B. Who is making request?** |  |
| **C. How can requestor be reached?** | Phone #:  Location: |
| **D. What AOC or ECC are you calling from?** |  |
| **E. How can I help?**  **(*What Goods/Services are needed, Qty, Other items)*** | Procurement Type:  Commodity  Rental/Lease  Service |
| **F. Is there an alternate contact?** | Name:  Phone #: |
| **G. Where am I deploying the goods/services to? (*location, address, landmarks, etc.)***  **When needed?** | Deployment Method:  Will Call  Delivery  Other… |
| **H. Will Call Pickup Contact:** | Name:  Phone #: |
| **I. Delivery Location Contact:** | Name:  Phone #: |
| **II. Deployment Order Information** **Primary Contact (Buyer):** | |
| **A. Company / Agency Name** | OMWESB |
| **B. Contact Person** | Name:  Phone #: |
| **C. Goods / Services Ordered** |  |
| **D. Estimated Pricing Info** |  |
| **E. E.T.A. (*estimated time of arrival)*** |  |
| **F. Payment Method / PO #** | PO #  Invoice  SPOTS (Cardholder Name: Phone: )  State Contract PA #: |
| **G. Order/Quote # & Date of Purchase** | Order/ Date Purchased:  Quote # |
| **H. Delivery Confirmation** | Name: Date Delivered: |
| **I.**  **Task Completed** | Date Completed: |
| **III. Demobilization Order Information Primary Contact (Buyer):** | |
| **A. Contact Person** | Name: Phone #: |
| **B. Goods / Services Removed**  Date Removed**: \_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **C. Final/Actual Price Information**  **Attach any Invoices** |  |
| **D. E.T.R. (estimated time of removal)** |  |
| **Attach any e-mail documents** | |

NOTES

Emergency Request

Contractor Deployment: Buyer Name:

Demobilization: Buyer Name: