**[USING AGENCY LETTERHEAD]**

***Via Email (cap@omes.ok.gov)***

[DATE]

[Capital Assets Management Administrator]

Capital Assets Management

Office of Management and Enterprise Services

P.O. Box 53448

Oklahoma City, OK 73152-3448

RE: **[Agency]** **Emergency Declaration – [Location]**

[Capital Assets Administrator],

This letter is provided pursuant to [61 O.S. §130] [74 O.S. § 85.41(A)] [to an agency’s enabling statutes] to declare an emergency regarding the following property located at [Location].

[State specific facts of the emergency]

[State the unforeseen occurrence or condition and whether public safety, health, or further property damage is likely]

[Does this impact the agency’s mission and business operations?]

[Does declaring the emergency and/or estimated cost of the emergency require the approval of the governing body according to Title 61 O.S. §130 or the agency’s internal procedures?]

[Include agency’s board or commission official meeting minutes (if applicable)]

[Estimated cost of emergency (if available)]

[Provide the Executive Director’s contact information]

**Signed by the authorized agency Executive Director**

CC:

[Copy the appropriate agency leadership]

[Copy Risk Management (if applicable)]

[Copy State Purchasing Director (if applicable)]



[DATE]

[Recipient Name]

Executive Director

[Using Agency]

[Recipient Address]

[Recipient City, State Zip Code]

RE:      Emergency Declaration Acknowledgement – [Location]

Director [Recipient Name],

Construction and Properties (CAP) received the agency’s emergency declaration on [Date], for the property located at [Location]. Please consider this letter a formal acknowledgment of the emergency and to proceed with the services as needed. CAP has assigned the following CAP project number: **CAPXX-XXXX**. Please reference this number when providing all documents related to this project.

If you have any questions or concerns, please call [CAP Contracts Coordinator] at [email] or at 405-521-2565.

We look forward to helping you resolve this matter.

Respectfully,

[First Name] [Last Name]

CAM Administrator

OMES Capital Assets Management

cc: [First Name] [Last Name], OMES Contract Coordinator