

Emergency Justification Form

Vendor Franken Tires

Requisition #: vfd 13

Date: 7/26/13

Amt \$ 48.63

Department: 408

This form has been designed to assist all San Miguel County employees in providing information necessary in the processing of an emergency requisition of products and/or services. Please complete and forward to the Finance Department along with your Purchase Requisition.

Departmental Responsibilities:

- 1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation.

G70606 was en-route to a call when Tender 12 had a flat tire and tire needed to be fixed immediately so that they Service the citizens of the community

- 2. State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simply say there will be a loss or some damage):

Tender would not have been ready for another call if flat tire was not repaired at the time.

- 3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

**Tender was out on the field assisting on a call**

- 4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

**Franken was the only once that would repair the tire at the time they were called for services!**

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

Submitted by:

[Signature]  
Elected Official/Department Supervisor

7-29-13  
Date

[Signature]  
County Manager

7-31-13  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: [Signature]  
Finance Department

Date: 8/2/13

EMG FY1314-001