

Emergency Justification Form

Vendor San Miguel Supply

Requisition #: vfd 16

Date: 8/1/13

Amt \$ 18.49

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.

G85596, Key for Emergency Response Command Unit 12 broke in ignition and damaged the ignition switch and Caused the vehicle to be disabled and needed to get fixed so that it may be ready to service the citizens of the Community and ready to respond.

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):

1993 Chevrolet C2500 Suburban Command Unit 12 would not have been ready for another call if the ignition Had not been 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:

Command Unit 12 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):

Gallinas personnel went and purchased from (San Miguel Supply) the ignition switch and repaired it.

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

8-1-13
Date

County Manager

[Signature]

8-1-13
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: [Signature]
Finance Department

Date: 8/1/13

EMG FY1314-002