

Emergency Justification Form

Requisition #: VFD-47

Date: 10/24/13

Amount: \$16.21

Department: Gallinas

Vendor: Duran A-1

EMG: FY1314-022

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.

A flat tire while on call.

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):

Driving further than that area would have resulted in further damage to the tire.

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

The flat tire count not hae been expected and the closet tire place was A1.

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

It was the closest vendor to avoid further damages to tire. There is not spare tire on this unit as it has an odd size tire.

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:

_____/s/_____
Elected Official/Department Supervisor

Date 10/24/13

_____/s/_____
County Manager

Date 10/25/13

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 10/29/2013