

**Emergency Justification Form**

Requisition #: DC-84

Date: 10/31/2013

Amount: \$211.33

Department: DC

Vendor: Security Source

EMG: FY1314-026

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.

**Chief of security's monitor not working. Cameras not recording.**

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):

**Careras not recording footage of daily activities. Cameras offer proof of any accidents or activities**

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

**Camera need to be monitored and recording on a 24/7 basis. A liability risk if cameras are not recording.**

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

**Security source is original vendor of equipment. They are responsive an dable to correct the deficiency.**

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 10/31/13

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date 11/1/2013

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 11/6/2013