

Emergency Justification Form

Requisition #: DC-76

Date: 11/6/2013

Amount: \$12.99

Department: DC

Vendor: Patrick Sendeker

EMG: FY1314-28

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.

**If gas cap not replaced vehicle will stall and can mess up the system. When the vehicle was being filled up they forgot to put the gas cap back on.**

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):

**The fuel lines can mess up the fuel system.**

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 person gassing up cannot anticipate that he is forgetting to put the gas cap back.**

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

**They received three verbal quotes and the warden purchased from the lowest. We are reimbursing him.**

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 11/04/13

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

\_\_\_\_\_  
Date 11/13/2013

FINANCE DEPARTMENT USE ONLY:

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

Date: 11/18/2013