

Emergency Justification Form

Requisition #: DC-86

Date: 11/5/2013

Amount: \$12.99

Department: DC

Vendor: Highlands Business EMG: FY1314-29

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.

**Booking camera is inoperable.**

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):

**Unable to take photo of inmates being booked in. Photo is needed for completion of booking process.**

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

**Not a complete book if photo is not accompanying the paper work.**

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

**Highlands business communication is the local vendor and able to responded the quickest.**

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 11/05/13

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

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

FINANCE DEPARTMENT USE ONLY:

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

Date: \_\_11/18/2013 \_\_\_\_\_