

Emergency Justification Form

Requisition #: VFD-49

Date: 11/18/2013

Amount: \$54.60

Department: DC

Vendor: Artesia Fire

EMG: FY1314-30

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.

Conchas VFD ordered the Insert Screen Zinc. It is a filter that filters the materials that are in water especially from a pond or open water locations to avoid damage to the pump.

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):

Should foreign materials enter the pump the cost will be in hundreds or thousands of dollars. It also should have a pump fileter during a fire for the safety of fire fighters and the public.

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 fire chief took this as an emergency purchase and ordered the insert screen zinc.

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

Made contact with LN Curtis and Independent Fire and the screen would have to be ordered by both. Artesia fire had it in stock according to the fire chief

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