

Emergency Justification Form

Requisition #: DC-80

Date: 10/30/2013

Amount: \$458.72

Department: Detention

Vendor: Marks Service

EMG: FY1314-31

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.

Kitchen refrigerator became inoperable. Cause of situation was normal wear and tear.

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):

Less of food products, food will become spoiled.

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

Facility does not have any other area to store food products. Deficiency had to be corrected immediately

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

Equipment became inoperable on a weekend. Mark McAdams is response to the facility and was able to correct the deficiency the same day.

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: 11/25/2013