

Emergency Justification Form

Requisition #: PW-68

Date: 11/21/2013

Amount: \$1,445.77

Department: PW

Vendor: Jeffries Plumbing

EMG: FY1314-33

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.

**There was a damaged water line by the contractor.**

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):

**Health and welfare of 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:

**Needed immediately and this contractor was available to provide the necessary repairs to this busted line.**

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

**Jeffery's is on contract and has done work for the county in prior incidents.**

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 11/25/13

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

\_\_\_\_\_  
Date 11/25/2013

FINANCE DEPARTMENT USE ONLY:

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

Date: \_\_11/26/2013\_\_\_\_\_