

Emergency Justification Form

Requisition #: CM-44

Date: 12/11/13

Amount: \$566.00

Department: CM

Vendor: Crumbacher

EMG: FY1314-34

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.

The copier in the County Manager's Office has stopped working. This piece of equipment served not only as a copier but as the printer, scanner and fax machine. Without this piece of equipment, this office can not function as efficiently as it is expected to.

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):

At this time there is a copier located in the Section 8 Office which can be used within the County Managers Office. Without this copier, the Manager's Office will need to share copying and printing capabilities with another office, thereby placing an undue burden on another division's copier and or budget.

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

It was fully anticipated that the copier would function long enough for a replacement to be obtained. IT is in the process of securing a vendor able to provide the required machines along with necessary tech support to meet the County's requirement.

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

Both copiers in the County Manager's Office and in Section 8 Office are Crumbacher machines. While the County Manager's copier has fallen into obsolete category, the coier in the Section 8 Office is still under contract/lease with Crumbacher.

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

_____12/12/13_____
Date

_____/s/_____
County Manager

_____12/12/2013_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: __12/12/2013__

