

Emergency Justification Form

Requisition #: DC-111

Date: 1/19/2014

Amount: \$603.78

Department: Detention

Vendor: Jeffries Plumbing

EMG: FY1314-37

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.

Water leak in roof above kitchen area. Cause of water leak is 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):

Water on ceiling can cause kitchen ceiling to fall causing further damage to the structure and facilitate or result in injury.

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

Ceiling can collapse, possibly injuring personnel in kitchen and can cause damage to structure of the building.

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

Due to holiday in which the situation occurred. The vendor which was called is the only vendor that responded to the call.

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 1/9/2014

_____/s/_____
County Manager

Date 1/15/14

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 1/16/14