

Emergency Justification Form

Requisition #: MNT-46

Date: 1/16/14

Amount: \$3,000

Department: Public Works

Vendor: Assagai Analytical Lavatories

EMG: FY1314-38

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.

**Mold testing needed due to mold at the Public Health.**

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, safety and welfare of Public Health employees and residents.**

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 only vendor that can go out to the site.**

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

**Mold needs to be tested and removed. Had vendor due previous testing before on other county buildings.**

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 1/16/2014

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

Date 1/17/14

FINANCE DEPARTMENT USE ONLY:

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

Date: 1/17/14