

Emergency Justification Form

Requisition #: FS-27

Date: 2/5/2014

Amount: \$16.07

Department: Fire

Vendor: Garcia Tires

EMG: FY1314-40

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.

**Got a tire leak that was pretty rapid.**

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):

**If I did not repair tire would hae used apare and been left without spare tire for my travel to Santa Fe.**

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

**This occurred while on the road and the overall safety of travel is jeopardized without immediate repair and cost would be excess of repair to replace damaged tire and or damage from a blow out.**

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

**The reason for the vendor is it was the closest repair shop and this vendor has done county vehicle tire repairs may times in the past.**

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 2/5/14

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

Date 2/6/14

FINANCE DEPARTMENT USE ONLY:

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

Date: 2/10/14