

Emergency Justification Form

Requisition #: PW-131

Date: 2/13/2014

Amount: \$134.96

Department: PW

Vendor: Royal Gorge Truck & RV

EMG: FY1314-42

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.

Truck was traveling to Colorado and wiring broke between tractor and trailer, truck is stranded in Colorado.

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 county employees and public traveling interstate.

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

Truck needs immediate repair and only vendor in area that can repair wiring based on information obtained from Corrections staff.

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

Did not anticipate truck to break down and needs to be immediately repaired in order to return back from Colorado.

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 2/13/14

_____/s/_____
County Manager

Date 2/13/14

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 2/14/14