

Emergency Justification Form

Requisition #: MNT-53

Date: 2/19/14

Amount: \$195.45

Department: PW

Vendor: Jeffreis Plumbing

EMG: FY1314-44

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.

Issues with the sewer had to replace broken pipe and use pump machine.

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):

Helath, safety and welfare of Tri-Family Justice Center 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 vendor had done previous jobs with County buildings.

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

Issue had to be taken care of immediately and vendor was available

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

_____2/29/14_____
Date

_____/s/_____
County Manager

_____2/27/14_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 3/3/14