

Emergency Justification Form

Requisition #: DC-136

Date: 3/4/14

Amount: \$237.73

Department: DC

Vendor: Highlands Business

EMG: FY1314-45

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.

The telephone within the medical unit became inoperable. IT was contacted immediately and informed us this was a cabling issue. It is crucial that medical have a telephone for safety/security purposes.

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):

Lack of communication can produce a safety/security risk resulting in damage to person or person(s).

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

IT was contacted immediately when this occurred. The facility does not have control of damages occurring to cabling.

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

Highlands Business Communications was the only vendor responsive to the facility's needs.

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 3/4/2014

_____/s/_____
County Manager

Date 3/6/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 3/10/14