

Emergency Justification Form

Requisition #: PW-93

Date: 1/23/14

Amount: \$500.00

Department: PW

Vendor: BTU

EMG: FY1314-47

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.

We need an open purchase order with BTU for emergency purchases for public works.

- 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 employee 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:

We do not determine when something will need to be replaced or fixed, and for this reason we have an open purchase order for emergency purchases and emergency situations.

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

This vendor is local and have needed supplies.

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 1/24/2014

_____/s/_____
County Manager

Date 1/29/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: __1/30/2014_____