

**Emergency Justification Form**

Requisition #: MNT-63

Date: 4/9/2014

Amount: \$5,000

Department: PW

Vendor: Jeffries Plumbing

EMG: FY1314-53

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.

**Need to repair a water line leak at the District Court House**

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 Public Health 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:

**Water is leaking into road. Jeffrey's Plumbing has done previous jobs throughout the County and also has been on contract for emergencies such as this one. It is urgent to get this water leak repaired as soon as possible so that damage to the building does not occur.**

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

**Jeffrey's can respond to this emergency immediately, which will be there this afternoon/early tomorrow morning to address this problem.**

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 4/9/2014

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

\_\_\_\_\_  
Date 4/9/2014

FINANCE DEPARTMENT USE ONLY:

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

Date: 4/9/2014/2014