

Emergency Justification Form

Requisition #: SO-93

Date: 4/3/2014

Amount: \$372.30

Department: SO

Vendor: Highlands Wrecker

EMG: FY1314-55

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.

Deputy Bernal's unit 2008 Dodge Durango, G-72040, engine started making a knocking noise while he was on a transport so Deputy Bernal pulled his unit over on the side of the road and waited for a tow truck.

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):

If Deputy Bernal continued to drive the unity while it was making that noise, it could cause more damage to other pars of the vehicle.

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

Prior to that day, the unit had been running ok and had not made the engine noise before.

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

Dispatch called the towing company that was on call for that week.

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 4/3/2014

_____/s/_____
County Manager

Date 4/3/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 4/7/2014