

Emergency Justification Form

Requisition #: DC-158

Date: 4/22/2014

Amount: \$1018.74

Department: DC

Vendor: Marks Service

EMG: FY1314-60

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.

**Mechanical room water line was leaking and making a grinding noise. Cause of the emergency is normal wear and tear.**

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):

**No hot water to the facility. Inmates were unable to conduct personal hygiene. Kitchen needs hot water for daily sanitizing activities.**

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

**Hot water essential for daily use.**

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

**Vendor chosen is reliable and response to facility 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 4/14/14

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

\_\_\_\_\_  
Date 4/16/2014

FINANCE DEPARTMENT USE ONLY:

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

Date: 4/11/2014