

Emergency Justification Form

Requisition #: VFD-03

Date: 7/7/2014

Amount: \$230.17

Department: Fire

Vendor: Highlands Wrecker Service

EMG: FY1415-001

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 unit blew a front tire and it is a military type which is required commercial tools for repairs. Could not repair on site.

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):

Unit was immobile due to tire rupture.

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

Road hazards and blow outs are unexpected.

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

Utilized dispatch services and they sent the next tow service on their rotation schedule.

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

_____7/7/2014_____
Date

_____/s/_____
County Manager

_____7/10/2014_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 7/11/2014