

**Emergency Justification Form**

**Requisition #: MNT-7**

**Date: 7/7/2014**

**Amount: \$500**

**Department: PW**

**Vendor: Highlands Wrecker Service**

**EMG: FY1415-002**

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 highlands wrecker for emergency purchases and services needed for all county buildings.**

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 employees 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 know when something will need to be replaced or doors to be opened. For this reason we have are requesting an open purchase order for emergency situations.**

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

**The vendor is local and has the supplies and tools available.**

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 \_\_\_\_\_