

Emergency Justification Form

Requisition #: VFD-28 Date: 9/5/2014

Amount: \$98.08

Department: Fire Department Vendor: Pecos Valley Pizza

EMG: FY1415-012

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.

This was done during a flood event and the fire chief was responsible for rehab and overall general health for the responders. Therefore, he opted to at least obtain something for replenishment of food intake.

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):

The damage would have been possible unhealthy volunteer, irate, and also possibly more issues depending on the individuals working that day and night.

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

The needs were not anticipated as the flooding is an act of nature and responders must be ready to dedicate time and effort until the event subsides.

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

The Chief contacted businesses and this is the only business that had employees that could make a decision on allowing the purchase on a credit basis. The price was comparable to the others so it was looked into as identified by Chief Atencio.

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 9/3/2014

_____/s/_____
County Manager

Date 9/4/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/5/2014