Emergency Justification Form

Requisition #: MNT-19 **Date: 8/14/2014** **Amount: $500**

Department: Public Works **Vendor: BTU Building** **EMG: FY1415-015**

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.

Need open Purchase order for BTU for emergency purchases on a day to day basis.

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 determine when something will need to be replaced or fixed, and for this reason we have an open purchase order for small emergency purchases and emergency situations.

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

Vendor is local and have supplies needed.

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/_____ _____8/14/2014_____
Elected Official/Department Supervisor Date

_____/s/_____ _____8/14/2014_____
County Manager Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____ Date: __9/19/2014 _____
Finance Department