

Emergency Justification Form

Requisition #: AS-013

Date: 9/29/2014

Amount: \$652.07

Department: Assessors Vendor: Power Ford

EMG: FY1415-018

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.

Truck had been repaired on May 2, 2014 by Power Ford. Engine on truck was running fast sounds like if vehicle is going 100 miles an hour when driving at regular speed. Was taken back to power ford to see if the part that was replaced in May was defective (air flow sensor) which was warrantied found that the fan clutch needs to be replaced.

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 fan clutch needs to be replaced so that it does not cause a safety issue or further damage since the engine on the vehicle is really ramming up.

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

Was not aware that it was another problem thought that the air flow sensor was defective since the truck was running the same as when it was when it was taken in on May 2, 2014. There was a warranty on the air flow sensor.

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

Power Ford had replaced the air flow sensor in May of 2014 we through the same part had given out or was defective so took the vehicle back to Power Ford and fount it was another part. The vehicle is at Power Ford right now and its best to repair since at the shop driving back with our repairing it could cause more damage.

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 9/25/2014

_____/s/_____
County Manager

Date 9/26/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 9/29/2014