

Emergency Justification Form

Requisition #: DC-59

Date: 10/17/2014

Amount: \$302.02

Department: Detention Center

Vendor: George's Appliances

EMG: FY1415-027

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.

Normal operational wear and tear to the facility driver.

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):

Inmate laundry needs to be completed on a daily basis in order to maintain cleanliness and sanitary hygiene.

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

Emergency situation due to laundering services needing to be completed on a daily basis.

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

George's Appliance Repair responded the quickest and has proven to be the most reliable vendor

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 10/24/14

_____/s/_____
County Manager

Date 10/28/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 10/29/2014