

Emergency Justification Form

Requisition #: OEM-33

Date: 12/8/14

Amount: \$174.61

Department: OEM

Vendor: Highland's Wrecker

EMG: FY1415-030

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.

Keys and locks had to be installed to secure equipment in the decontamination trailer for safety precaution.

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):

If locks were not installed in a timely manner equipment could be lost and/or damaged and need to keep it locked for safety reasons.

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

Equipment needed to be stored and secured properly for the safety of citizen, and when need to take the trailer out to the filed it will be ready with the equipment to assist citizens in a hazardous emergency.

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

Highland Wrecks is the only local vendor in the area to install lock and keys.

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 12/9/2014

_____/s/_____
County Manager

Date 12/11/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: __12/15/2014_____