

Emergency Justification Form

Requisition #: DC-105

Date: 2/5/2015

Amount: \$500.00

Department: DC

Vendor: Hacienda

EMG: FY1415-043

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.

**The wiper blade on the facility administrative vehicle became inoperable during a snow storm.**

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):

**Due to the wiper being inoperable during bad weather, may cause a lack of visibility for the person operating the vehicle and can cause an accident resulting in serious injury or death.**

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

**Because of the wiper becoming faulty during bad weather it was important to have it replaced immediately. There was no way to anticipate the wiper becoming damaged**

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

**Because we have worked closely with both auto par shops in Las Vegas, it is more common that Orielly's has the lower prices of the two.**

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

\_\_\_\_\_2/5/2015\_\_\_\_\_  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_2/11/2015\_\_\_\_\_  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 2/11/2015