

Emergency Justification Form

Requisition #: DC-111

Date: 2/13/2015

Amount: \$76.74

Department: DC

Vendor: Marks Service

EMG: FY1415-045

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.

**Kitchen Heater inoperable during inclement weather. The kitchen area of the facility was extremely cold.**

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):

**Possible frozen water lines. Cold temperatures can cause health issues for personnel and/or detainees.**

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

**No heating in area constitutes an emergency situation.**

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

**Marks Service has been a reliable vendor and his hourly rate fees are lower than others.**

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 2/13/2015

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

\_\_\_\_\_  
Date 2/17/2015

FINANCE DEPARTMENT USE ONLY:

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

Date: 2/18/2015