

Emergency Justification Form

Requisition #: SW-50

Date: 2/24/15

Amount: \$1,000

Department: PW

Vendor: Highland Wrecker

EMG: FY1415-047

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.

Blue Freightliner broke down while driving on I-25 due to a blown turbo or valve.

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):

General safety and welfare of County employees

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

Truck needs to be transported off I-25 to Tom Greer's immediately for repair. Truck cannot be transported by County equipment for the reason that it may cause more damage loading equipment to trailer.

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

Highlands Wrecker can load equipment and transport it immediately to destination. This is an emergency and needs to be addressed as soon as possible.

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 2/25/2015

_____/s/_____
County Manager

Date 2/25/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 2/25/2015