

Emergency Justification Form

Requisition #: DC-121

Date: 3/17/2015

Amount: \$70.30

Department: Detention Center Vendor: George's Appliance Repair

EMG: FY1415-055

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.

Facility washing machine became inoperable due to normal wear and tear of equipment.

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 and kitchen laundering is not able to be completed. Health issues if inmate clothing is not properly washed.

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

Facility washer need to be at 100 degrees at all times for proper laundering of clothing.

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

Vendor is responsive and has assisted with deficiencies when previously required.

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 3/17/2015

_____/s/_____
County Manager

Date 3/18/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 3/19/2015