

Emergency Justification Form

Requisition #: VFD-100

Date: 4/16/2015

Amount: \$44.55

Department: Fire Vendor: Garcia's Tires

EMG: FY1415-064

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.

As per Chief Atencio the unit experienced a road hazard and began getting a flat. They drove to the closest repair place and had the tire repaired at Garcia's Tires to avoid damage to the rim by driving farther. The unit is a large truck and is difficult to just pull over and repair.

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 they did not drive to the closest repair place during further driving would have damaged the rim and caused a more serious expense.

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

The need for a tire leak is not known especially with so many road hazards. This occurred while driving back from a fire incident as per Chief Atencio.

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

The vendor was selected due to the fact that the tire was getting flat and it was the closest repair place.

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 4/16/2015

_____/s/_____
County Manager

Date 4/16/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 4/20/2015