

Emergency Justification Form

Requisition #: DC-139

Date: 4/15/2015

Amount: \$156.82

Department: Detention Vendor: Georges's Appliance

EMG: FY1415-065

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.

Cause of food service equipment to become inoperable is 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):

Food service unable to perform daily food functions without proper equipment.

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

Food service is unable to follow the menu due to the equipment being inoperable.

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

Vendor chosen is responsive and a reliable vendor to the detention center.

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 4/15/2015

_____/s/_____
County Manager

Date 4/20/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 4/21/2015