

Emergency Justification Form

Requisition #: DC-135

Date: 4/15/2015

Amount: \$5.31

Department: Detention

Vendor: Leroy Garcia

EMG: FY1415-066

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.

**The tail light on the DC-3 2005 Ford Expedition was damaged, causing damage to the light bulb as well.**

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):

**A tail light that is out can result in a law enforcement citation and/or an accident resulting in injury.**

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

**Damage to the tail light was not preventable, nor anticipated, therefore we were unable to do a 3 quote process, as this needed to be replaced immediately due to the high risk of danger.**

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

**Orilley's has proven in the past with other purchases to be the lower local vendor. It was purchased by an employee at Orilley's and we are reimbursing the employee.**

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 4/20/2015

FINANCE DEPARTMENT USE ONLY:

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

Date: 4/21/2015