

Emergency Justification Form

Requisition #: PZ-005

Date: 5/27/2015

Amount: \$100

Department: Planning & Zoning Vendor: BTU

EMG: FY1415-075

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.

Need an open purchase order to provide for small emergency purchases of small items needed for maintenance of the county buildings.

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):

The operational damage can be ongoing if not corrected immediately in terms of minor equipment repair, property damage such as graffiti or a broken desk or simply replacing burned out light bulbs.

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

Not all needs can be anticipated due to the large number of offices and employees within the various departments.

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

The process for selecting a vendor is random and on a rotation basis. The number of local vendors is small and at least one vendor does not carry an adequate stock of small items such as specialty light bulbs needed for the various light fixtures in the many buildings.

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 5/27/2015

_____/s/_____
County Manager

Date 5/27/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/28/2015