

Emergency Justification Form

Requisition #: PZ-061

Date: 6/3/2015

Amount: \$\$500

Department: P&Z/Maintenance Vendor: Highlands Business

EMG: FY1415-078

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 telephone line in the elevator located in the County Administration Building needed to be re-connected.

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 the elevator had failed, anyone in the elevator would not have been able to call for assistance.

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

A telephone line coming disconnected cannot be anticipated until it actually happens. The cause is unknown.

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

Highlands Business Communications has done work on County telephone lines for several years and is most familiar with the system that is in 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 6/3/2015

_____/s/_____
County Manager

Date 6/10/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 6/11/2015