

Emergency Justification Form

Requisition #: VFD-127

Date: 6/17/2015

Amount: \$\$504

Department: Gallinas VFD

Vendor: Independent Fire

EMG: FY1415-079

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.

**Took the unit to Independent Fire to get the foam display fixed as it was not working properly & thought it was under warranty through the manufacturer and it was not so the Fire Chief gave them the okay to fix the guage.**

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 Foam Guage needs to be fixed for the next call for the safety of life and property.**

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 guage stopped working and the department was not aware until they were called out on a fire so they took the unit in thinking it was still under warranty and it needed to be fixed or replaced.**

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

**This is where the unit was purchased and they thought it was still under warranty.**

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 6/16/2015

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date 6/22/2015

FINANCE DEPARTMENT USE ONLY:

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

Date: 6/22/2015