

Emergency Justification Form

Requisition #: MNT-83

Date: 6/16/2015

Amount: \$706.68

Department: Maintenance Vendor: EGB Electric

EMG: FY1415-080

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.

Electrical work was needed at the Public Health Office which included to change bulbs, and replace handicap switch control.

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):

General Safety and Welfare of County Residents and employees.

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

EGB Electric is one of our electricians on contract The contract is in the process of getting renewed.

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

EGB electric was on contract and can come out immediately to repair electric work needed.

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