

Emergency Justification Form

Requisition #: PZ-005

Date: 7/8/2015

Amount: \$250

Department: P&Z/Mntnc Vendor: BTU

EMG: FY15/16-004

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 County buildings and grounds.**

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 operation damage can be ongoing or multiply if not corrected as quickly as possible in terms of minor equipment repair, property damage such as graffiti, a broken desk or lock 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 buildings and departments.**

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

**The process is random and on a rotation basis depending on which local vendors are willing to accept an open purchase order.**

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

\_\_\_\_\_7/8/2015\_\_\_\_\_  
Date

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

\_\_\_\_\_7/9/2015\_\_\_\_\_  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 7/9/2015