

Emergency Justification Form

Requisition #: PZ-006

Date: 7/8/2015

Amount: \$250

Department: P&Z/Mntnc Vendor: Gambles

EMG: FY15/16-005

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