

Emergency Justification Form

Requisition #: DC-011

Date: 7/9/2015

Amount: \$1,000 estimated

Department: Detention Center

Vendor: Mark McAdams

EMG: FY15/16-007

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 facility refrigerator/freezer unexpectedly became inoperable.**

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):

**Without proper refrigerator/freezer temperatures, food may become contaminated causing illness to inmates and/or staff. Loss of food will also result in the refrigerator not keeping proper temperature.**

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

**We are unable to predict when equipment within the detention center is going to become inoperable.**

**Normal wear and tear has caused the refrigerator to become faulty.**

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

**The vendor selected has been responsive to the facility in the past, and is able to address the matter promptly.**

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

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

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

\_\_\_\_\_7/13/2015\_\_\_\_\_  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 7/14/2015