

Emergency Justification Form

Requisition #: VFD-009

Date: 7/13/2015

Amount: \$79.99

Department: EI Pueblo VFD Vendor: Thomas Salazar

EMG: FY15/16-009

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.

One year subscription of Norton Antivirus Internet Security as it is an ongoing subscription that is updated yearly and is being charged to Thomas Salazar credit card from EI Pueblo VFD.

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 antivirus needs to be on the computer system to protect all confidential documents from the EI Pueblo VFD.

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

It is an on going subscription through the internet and needs a credit card purchase so that the Norton antivirus protects all confidential documents of the EI Pueblo VFD.

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

EI Puebl VFD Chief Garcia went to IT to ask if they and an antivirus protection for the VFD and they didn't provide the service to the VFD. So Chief Garcia has been purchasing the Virus for the last past year in this process. This system has been working to protect the computer from viruses.

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

_____7/14/2015_____
Date

_____/s/_____
County Manager

_____7/16/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 7/14/2015