

Emergency Justification Form

Requisition #: PW-7

Date: 7/15/2015

Amount: \$500.00

Department: Public Works Vendor: San Miguel Supply

EMG: FY15/16-011

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.

These are day to day unpredictable incidents that occur, that need immediate attention toward health and safety issues.

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):

Could result in additional litigation from employees or citizens if the incidents are not repaired/corrected immediately.

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

Repairs or corrections of these nature cannot wait for the normal process of procurement.

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

Will be rotating local vendors.

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

_____7/16/2015_____
Date

_____/s/_____
County Manager

_____7/20/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 7/21/2015