

**Emergency Justification Form**

**Requisition #:** PW-16

**Date:** 8/4/2015

**Amount:** \$26.02

**Department:** Public Service Operations

**Vendor:** Highland Wrecker

**EMG:** FY15/16-016

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.

**Per Arnold Lopez, keys to Ford 150 locked in truck.**

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):

**Supervisor could not get to destination**

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

**Unpredicted incidents need immediate attention.**

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

**No other locksmith in Las Vegas**

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

\_\_\_\_\_/7/30/2015\_\_\_\_\_  
Date

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

\_\_\_\_\_/7/30/2015\_\_\_\_\_  
Date

**FINANCE DEPARTMENT USE ONLY:**

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

Date: 8/4/2015