

Emergency Justification Form

Requisition #: SW-016

Date: 8/18/2015

Amount: \$4,958.72

Department: Public Service Operation

Vendor: MCT Industries

EMG: FY15/16-020

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 prior supervisor email in April of 2015, the packer truck is used 2-3 times per week.

- 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 Packer Truck is needed daily to provide services to the convenience centers and customers. The cylinder has been there since November of 2014. Need to be picked up.

- 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 that need immediate attention.

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

Greers was not available at the time.

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

_____8/18/2015_____
Date

_____/s/_____
County Manager

_____8/18/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 8/18/2015