

Emergency Justification Form

Requisition #: PW-23

Date: 8/24/2015

Amount: \$200

Department: Public Transportations Operation Vendor: Highlands Wrecker Service EMG: FY15/16-023

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 or 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:

Services 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):

Vendor recently provided services for a key that was locked in a vehicle.

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

_____8/24/2015_____
Date

_____/s/_____
County Manager

_____8/25/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 8/26/2015