

Emergency Justification Form

Requisition #: DWI-029

Date: 10/21/2015

Amount of Purchase: \$107.18

Department: DWI

Vendor: DISCOUNT TIRE COMPANY (VISA)

EMG: FY15/16-033

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. **Veteran/Safe Ride Transit operator had a blow out on the way to Albuquerque. He changed the tire, but needs to get a spare tire before he returns.**
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): **For safety reasons, the vehicle should not be operated without a spare tire.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **There was no prior indication during regular vehicle inspection that the tire would blow out.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Called 3 tire companies in Albuquerque to get prices and see if they would accept a purchase order.**

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:

Elected Official/Department Supervisor

10/21/2015
Date

County Manager

10/21/2015
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/23/2015