

Emergency Justification Form

Requisition #: DC-067

Date: 10/22/2015

Amount of Purchase: 548.46

Department: Detention Center

Vendor: Highlands Business Communications

EMG: FY15/16-034

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. **Camera within the recreation area became inoperable. Cause of situation is unknown, possible normal wear and tear.**
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): **Cameras are critical equipment to the facility. All camera systems must be 100% to prevent any loss and/or injury to staff or other inmates. All activity needs to be monitored and recorded at all times.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **All cameras are essential to the facility and need to be working properly at all times. Day to day activities cannot be met if camera system is not working properly.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Highlands Business has been a responsive and reliable vendor in the past. They have completed all past services with 100% customer service satisfaction.**

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

10/22/2015

Date

County Manager

10/26/2015

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/26/2015