

Emergency Justification Form

Requisition #: PW-061

Date: 11/30/2015

Amount of Purchase: \$2,800.51

Department: PUBLIC SERVICES OPERATIONS

Vendor: SAN BAR CONSTRUCTION EMG: FY15/16-043

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. **Vehicle struck guard rail, taking it off completely on Cinder Road. Needs to be replaced as soon as possible.**
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): **This is a Safety Issue and if not fixed immediately can result in another accident or damage to property.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Repairs need to get done and cannot wait for the normal process of procurement.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor has provided estimate for repairs and can get work done immediately.**

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

11/30/2015
Date

County Manager

12/01/2015
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/02/2015