

Emergency Justification Form

Requisition #: VFD-064

Date: 12/02/2015

Amount of Purchase: \$33.46

Department: GALLINAS VFD

Vendor: GARCIA TIRES

EMG: FY15/16-044

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. **Tender T-12 had a flat during the past holiday week, needed immediate repair.**
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 unit is vital to Gallinas Fire Dept. for providing adequate emergency service.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Needed unit to be in operating status to be able to maintain safe and adequate emergency services to SMC.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor was able to provide the repair to tire 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

12/02/2015
Date

County Manager

12/02/2015
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/03/2015