

Emergency Justification Form

Requisition #: PZ-049

Date: 12/03/2015

Amount of Purchase: \$500.00

Department: P&Z/MAINTENANCE

Vendor: BTU

EMG: FY15/16-046

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. **Need an open purchase order for small daily emergency purchases that are required for minor maintenance and repair issues that arise.**
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): **Minor maintenance issues will take longer to address in a timely manner and could result in becoming larger issues to address.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Not all needs can be anticipated due to the large number of buildings and offices.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Purchase is random. This vendor has a good existing stock of items on hand at reasonable prices and items do not need to be ordered.**

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

12/03/2015
Date

County Manager

12/03/2015
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/03/2015