Emergency Justification Form

Requisition #: PW-069 **Date: 12/15/2015** **Amount of Purchase: $500.00**

Department: PUBLIC SERVICES OPERATIONS **Vendor: SAN MIGUEL SUPPLY** **EMG: FY15/16-050**

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. **These are day to day unpredictable incidents that occur, that need immediate attention toward health and safety issues.**

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): **Could result in additional litigation from employees or citizens, if the incidents are not repaired/corrected immediately.**

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 or corrections of this nature 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): **We are rotating local vendors.**

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:

_____ 12/15/2015
Elected Official/Department Supervisor Date

_____ 12/16/2015
County Manager Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 12/17/2015
Finance Department