

Emergency Justification Form

Requisition #: VFD-078

Date: 12/15/2015

Amount of Purchase: \$31.24

Department: SHERIDAN VFD

Vendor: GARCIA TIRES

EMG: FY15/16-051

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. **2004 Silverado G-58629 had a low tire while at Xmas Parade to direct traffic. Could not repair immediately, so volunteer used the spare tire.**
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): **Needed to stay at parade and it was Saturday evening, tire shop was already closed.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **It was on a Saturday, therefore could not follow standard procedure.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Needed tires repaired soon and Garcia Tires was able to repair them on the following Monday 12/7/15.**

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

12/15/2015
Date

County Manager

12/16/2015
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/17/2015