

Emergency Justification Form

Requisition #: SO-077

Date: 01/05/2016

Amount of Purchase: \$54.20

Department: SHERIFF'S OFFICE

Vendor: HIGHLANDS WRECKER SERVICE

EMG: FY15/16-059

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. **Deputy vehicle became inoperable when smoke came out of the engine causing it to overheat.**
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): **For safety reasons, vehicle needed to be towed immediately so additional damage/vandalism would not occur to a police vehicle.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Law enforcement cannot anticipate emergency situations such as these.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Highlands Wrecker was next on rotation of qualified 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:

\_\_\_\_\_  
Elected Official/Department Supervisor

01/05/2016  
Date

\_\_\_\_\_  
County Manager

01/14/2016  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 01/19/2016