

Emergency Justification Form

Requisition #: SO-083

Date: 01/21/2016

Amount of Purchase: \$194.58

Department: SHERIFF'S OFFICE

Vendor: HIGH MESA TOWING & RECOVERY

EMG: FY15/16-060

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. **Detective Whitfield needed towing services in Gallinas while doing a verification check for the Sheriff's Office.**
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): **Services were needed in order for the vehicle to be able to drive back into town.**
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): **High Mesa 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

01/21/2016
Date

County Manager

01/25/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 01/25/2016