

Emergency Justification Form

Requisition #: DC-122

Date: 01/29/2016

Amount of Purchase: \$200.00

Department: DETENTION CENTER

Vendor: EBG ELECTRIC

EMG: FY15/16-064

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. **An electrical outlet within the food service area became loose after being struck by a food service cart, causing an electrical shortage within that area and also causing sparks.**
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): **An electrical shortage can cause injury and/or death to food service personnel and/or inmates.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Electrical shortages can cause severe injury to a person. They need to be addressed immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The vendor selected is reliable and able to correct the situation immediately.**

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

01/29/2016
Date

County Manager

02/03/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 02/04/2016