

Emergency Justification Form

Requisition #: DC-123

Date: 02/03/2016

Amount of Purchase: \$16.12

Department: DETENTION CENTER

Vendor: GARCIA TIRE

EMG: FY15/16-066

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. **The vehicle experienced a flat tire while on a transport and immediate repair was required in order to maintain use of the vehicle.**
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): **When transporting inmates it is crucial that the vehicle is working properly for the safety of the staff and 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: **A flat tire is an occurrence that cannot be foreseen or predicted.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The vehicle was taken to the nearest tire shop.**

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

02/04/2016
Date

County Manager

02/12/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 02/15/2016