

Emergency Justification Form

Requisition #: PW-093

Date: 02/11/2016

Amount of Purchase: \$115.25

Department: PUBLIC SERVICES OPERATIONS

Vendor: PART STORE (VISA)

EMG: FY15/16-067

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. **Power washer hose and gun broke on this piece of equipment.**
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): **Power washer needed for removal of corrosive materials on snow removal equipment and maintenance of vehicles to prevent damage.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Repairs need to get done and cannot wait for the normal process of procurement.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Only vendor online and locally that provides these parts to repair piece of equipment.**

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

02/11/2016  
Date

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

02/12/2016  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 02/15/2016