

Emergency Justification Form

Requisition #: FS-025

Date: 02/25/2016

Amount of Purchase: \$1452.45

Department: PECOS CANYON VFD

Vendor: HIGH MESA TOWING & RECOVERY

EMG: FY15/16-069

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. **Needed to remove Fire Department Vehicles from a Pecos Canyon Volunteer's home due to a personnel matter.**
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): **Violation of ISO and State Standards for storage.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Were unaware equipment was stored at the individual's home and needed to remove immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Due to emergency situation to avoid costs and possible damage, utilized emergency dispatch rotation for wrecker service.**

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

02/29/2016

Date

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

03/01/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_

Finance Department

Date: 03/02/2016