

Emergency Justification Form

Requisition #: DC-150

Date: 03/31/2016

Amount of Purchase: \$2,561.00

Department: DETENTION CENTER

Vendor: FRANKEN CONSTRUCTION COMPANY

EMG: FY15/16-076

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. **Facility laundry lint pit cracked/broke. Cause is normal wear and tear of facility 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): **Water leaking thru pit, will cause kitchen loading dock area to sink, causing further 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: **Water leakage constitutes priority and needs to be addressed immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor chosen gave the lowest quote and is a reliable source..**

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

03/31/2016
Date

County Manager

04/04/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 04/06/2016