

Emergency Justification Form

Requisition #: REQ00336

Date: 04/28/2016

Amount of Purchase: \$97.56

Department: CABO LUCERO FIRE DISTRICT

Vendor: FRANKEN COMPANIES

EMG: FY15/16-088

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. **Flat tire on primary structure Unit #4 due to a bad valve stem.**
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): **Need tire repaired in order to respond to fire.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Never know when a tire will blow or a valve stem will go bad.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Only vender that was able to repair tire and valve stem in a timely manner.**

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

04/28/2016
Date

County Manager

05/09/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 05/11/2016