

Emergency Justification Form

Requisition #: REQ00256

Date: 05/02/2016

Amount of Purchase: \$256.40

EMG: FY15/16-090

Department: BTU BLOCK & CONCRETE

Vendor: PUBLIC SERVICES OPERATIONS

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. **At the time back in October, due to the winter conditions cinders were needed in an emergency purchase for icy roads and parking lots.**
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): **Could result in damage to vehicles or accidents and a safety for roadways not being passable to get in and out.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **At the time back in October, road conditions were dangerous and could not 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): **Public Services had recently purchased cinders from BTU earlier during the year, which they had been the lowest quote. However, drivers were under the impression there was a balance left on previous Purchase Order. Invoices were never turned in until finance received them and for this reason this is why invoices are being paid late through an Emergency Purchase.**

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

05/11/2016

Date

County Manager

05/13/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 05/17/2016