

Emergency Justification Form

Requisition #: REQ00367

Date: 05/11/2016

Amount of Purchase: \$500.00

EMG: FY15/16-091

Department: A&B LAUNDRY

Vendor: DETENTION CENTER

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 washer became inoperable due to day to day operations and usage. Cause of deficiency is normal wear and tear 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): **Laundry needs to be cleaned and sanitized on a daily basis due to sanitary purposes to reduce the risk of spreading disease and/or infection.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Facility washer must be at 100% operational capacity at all times.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Laundry technician is knowledgeable of equipment, reliable and willing and ready to assist when necessary.**

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

05/12/2016  
Date

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

05/17/2016  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 05/19/2016