

Emergency Justification Form

Requisition #: REQ00465

Date: 06/09/2016

Amount of Purchase: \$15.04

EMG: FY15/16-093

Department: GARCIA TIRES

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. **The tire on the vehicle started losing air while returning to the facility from court.**
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): **If the tire is not repaired, the van is not usable.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **This occurred while the van was in use. It is possible during our travels from the detention center to the court house the van ran over a nail/screw, causing the tire to lose air.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **When we realized the tire was flat, we were near Garcia Tire, as it is near the detention center.**

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

06/09/2016

Date

County Manager

06/10/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 06/10/2016