

Emergency Justification Form

Requisition #: REQ00520

Date: 06/15/2016

Amount of Purchase: \$200.00

EMG: FY15/16-094

Department: EGB ELECTRIC

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. **There was an electrical shortage within the outlet of the freezer within the kitchen area.**
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): **Loss of food and/or health and safety issues can arise.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **An electrical shortage is an incident that is unforeseen.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **EGB Electric is on contract with San Miguel County.**

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

06/15/2016

Date

County Manager

06/16/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 06/20/2016