

Emergency Justification Form

Requisition #: REQ00544

Date: 06/22/2016

Amount of Purchase: \$1000.00

EMG: FY15/16-095

Department: GALLINAS FIRE DISTRICT

Vendor: D.A.G. ENTERPRISES

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. **On June 22, 2016 the Gallinas VFD was out on a call to a fire on 104. They noticed the Brush Truck had little power.**
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): **The Brush truck is their only primary truck and is needed to be in operable condition to respond to fires.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The truck is the primary vehicle for responding to fires, D.A.G. was able to pick up the truck sooner.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **D.A.G. had previously worked on the truck and they are familiar with it.**

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

06/24/2016  
Date

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

06/23/2016  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 06/24/2016