

Emergency Justification Form

Requisition #: REQ1700076 Date: 07/11/2016 Amount of Purchase: \$1238.30 EMG: FY16/17-004

Department: ROWE VFD Vendor: LAS VEGAS DIESEL

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 July 9, 2016 (Saturday), Rowe Volunteer was in route to a scheduled training and noticed smoke coming from the engine.**
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): **There was a possible threat of a fire on the truck. The truck needed to be shut down immediately.**
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 vehicle was inoperable, could not start. Highland Wrecker responded quick and towed the vehicle to Las Vegas Diesel.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Las Vegas Diesel agreed to have it towed to them so they can begin to check it to see what was wrong with it. They have determined that it needs a starter, emergency brakes are not releasing. Attached is estimate to diagnose any repair or part replacement the vehicle might need.**

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

07/11/2016

Date

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

07/11/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_

Finance Department

Date: 07/12/2016