

Emergency Justification Form

Requisition #: REQ1700072    Date: 07/11/2016    Amount of Purchase: \$800.00    EMG: FY16/17-007

Department: SHERIFF    Vendor: O'REILLY AUTO PARTS

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. **FOR DAY TO DAY UNEXPECTED INCIDENTS THAT OCCUR AND NEED TO BE ADDRESSED IMMEDIATELY. IF NOT ADDRESSED, COULD LEAD TO SAFETY ISSUES.**
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): **WILL NOT ALLOW DEPUTIES TO DO THEIR ASSIGNED JOB IF EQUIPMENT IS FAULTY AND NOT REPAIRED 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: **NORMAL PROCUREMENT PROCESS WILL DELAY REPAIRS AND ITEMS NEEDING TO BE PURCHASED.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **LOCAL VENDOR TO HAVE SUPPLIES NEEDED BY THE DEPUTIES IN STOCK AND AVAILABLE TO PURCHASE WITH A PURCHASE ORDER.**

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

07/18/2016  
Date

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

07/19/2016  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 07/21/2016