

Emergency Justification Form

Requisition #: REQ17000122 Date: 07/19/2016

Amount of Purchase: \$504.95

EMG: FY16/17-008

Department: PUBLIC SERVICES

Vendor: 4 RIVERS EQUIPMENT

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 John Deer Mower tractor was red flagged due to the machine not having break lights. This was an emergency purchase for a safety reason and needed to get the machine back into operation.**
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): **Could result in additional litigation from employees or citizens if the incidents are not repaired/corrected 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: **Repairs or corrections of these natures cannot wait for the normal process of procurement.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **4 Rivers (John Deere) was the vendor we purchased the piece of equipment and the brand of the equipment needing the lights installed on 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

07/19/2016
Date

County Manager

07/20/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 07/20/2016