

Emergency Justification Form

Requisition #: REQ17000148 Date: 07/25/2016 Amount of Purchase: \$434.67 EMG: FY16/17-010

Department: ROWE VFD Vendor: HIGHLANDS WRECKER SERVICES

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 9th, 2016 (Saturday, Rowe Volunteer was in route to a scheduled training and noticed smoke coming from the engine on the 2009 International Truck.**
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. 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: **Since truck was in danger of a possible fire, it needed to be towed, and Highland Wrecker responded quickly and towed the truck 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 the truck towed to them so they could begin to check on the problem.**

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

07/25/2016
Date

County Manager

07/25/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 07/25/2016