

Emergency Justification Form

Requisition #: REQ17000155 Date: 07/26/2016 Amount of Purchase: \$500.00 EMG: FY16/17-011

Department: TREMENTINA VFD Vendor: LAS VEGAS DIESEL & WELDING

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. **This past weekend the Trementina VFD was at a fire and he noticed the brake indicator light came on. Brakes are spongy.**
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): **This is a safety concern, the truck needs to be operable to be able to respond to a fire.**
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 needs immediate brake repairs. Las Vegas Diesel was able to accommodate the truck today, so they can begin working on it.**
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 taken to their shop sooner.**

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 07/26/2016  
Date

\_\_\_\_\_  
County Manager 07/26/2016  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_ Date: 07/26/2016  
Finance Department