

Emergency Justification Form

Requisition #: REQ1700162 Date: 07/27/2016 Amount of Purchase: \$627.88 EMG: FY16/17-013

Department: Gallinas VFD Vendor: Garcia Tires

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. **Gallinas VFD went to Las Vegas Diesel to get air on the Tire when they noticed that the Tire on the Water Tender (G-70606) was flat so they went to Garcia Tires to see what the reason the Tire was flat.**
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): **If the Tire didn't get fixed the Gallinas VFD would not be able to respond to calls and this could be a safety issue for the Volunteers responding and/or saving life/property of San Miguel County Citizens.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **When the Tire was taken to Garcia Tires they found that the Tire had a puncture on the side wall and the inner Tire was leaning in and the thread was bad and Tires needed to be replaced.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Gallinas VFD took the Tire to Garcia Tires to check why the Tire was going flat and that's when it was discovered that the Tire had a puncture on the side wall and Tire needs to be replaced. Garcia Tires was the closest Shop at the time.**

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

7/28/2016
Date

County Manager

8/1/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/2/2016