

Emergency Justification Form

Requisition #: REQ17000297 Date: 08/24/2016 Amount of Purchase: \$379.39 EMG: FY16/17-021

Department: EL PUEBLO VFD Vendor: LAS VEGAS DIESEL

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 Tuesday August 23, 2016 I got a call from Daniel Garcia El Pueblo VFD Chief. The 2008 Freightliner didn't start on Sunday as they were going to a training.**
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): **The truck had been like this for several days, it is their primary vehicle and they needed to get the truck operable.**
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 repair, Daniel called Las Vegas Diesel and he was informed that it was the battery.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Las Vegas Diesel responded quickly and the batteries were installed on Monday, August 23, 2016.**

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

08/24/2016
Date

County Manager

08/25/2016
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 08/29/2016