

Emergency Justification Form

Requisition #: REQ17000341 Date: 09/15/2016 Amount of Purchase: \$500.00 EMG: FY16/17-025

Department: PUBLIC SERVICES Vendor: POWER FORD

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. **Truck left driver stranded would not start. Was hauled to Power Ford to get diagnostic check.**
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 and Power Ford is under the New Mexico Statewide Purchasing Agreement but have not updated their agreement is expired.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Power Ford is a vendor who has worked on our vehicles before and can get them in and out in a timely manner. Also, our mechanic was not available at the time and needed this vehicle repaired as soon as possible.**

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

09/20/2016

Date

\_\_\_\_\_  
County Manager

09/20/2016

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_

Finance Department

Date: 09/22/2016