

Emergency Justification Form

Requisition #: REQ17000473 Date: 10/05/2016 Amount of Purchase: \$97.10 EMG: FY16/17-030

Department: DETENTION CENTER Vendor: HIGHLANDS WRECKER SERVICE

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. **Transport vehicle key was broken inside the ignition switch. Cause of break is normal wear and tear.**
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): **Facility transport vehicles are critical to the facility and need remain at 100% operational capability at all times.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Vehicle was inoperable, causing transports to be delayed or rescheduled.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is a reliable service to SMCDC and was able to complete the job as needed in the short time period.**

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

10/06/16
Date

County Manager

10/12/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/14/16