

Emergency Justification Form

Requisition #: REQ17000510 Date: 10/12/2016 Amount of Purchase: \$250.00 EMG: FY16/17-031

Department: DETENTION CENTER Vendor: BIG O 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. **Brakes on vehicle not functioning properly, there is a leak in the brake fluid which will eventually cause the breaks to stop working.**
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 brakes are not functioning properly or stop working on the vehicle while in motion it can cause an accident to occur and cause damages to others and or to the operator of the vehicle.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Mechanical issues on vehicles are unpredictable and brake issues pose a hazard to safety.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is local and willing to assist with the repairs needed immediately.**

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

10/12/16
Date

County Manager

10/13/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/17/16