

Emergency Justification Form

Requisition #: REQ17000514 Date: 10/17/2016 Amount of Purchase: \$500.00 EMG: FY16/17-032

Department: SHERIDAN VFD Vendor: NM APPARATUS

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. **Friday 10-14-16 Sheridan VFD was responding to a fire on 104 and the Brush Truck G-85043 broke down.**
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 no power, so they needed to move the truck and they decided to have it towed. The truck is their primary truck for responding to fires.**
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, they had Ortigas Towing from Santa Rosa pick up the truck and tow it to their shop.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **They contacted NM Apparatus and they offered to pick up the truck and take it to their shop in Moriarty to diagnose the problem.**

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

10/17/16
Date

County Manager

10/19/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/20/16