

Emergency Justification Form

Requisition #: REQ17000774 Date: 12/12/2016 Amount of Purchase: \$2,883.59 EMG: FY16/17-045

Department: PUBLIC SERVICES Vendor: CHEVROLET CADILLAC

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. **Vehicle was not operating properly and required transportation to nearest repair facility.**
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 functions are not addressed/repared 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 of these natures cannot wait for the normal process of procurement due to the fact vehicle was inoperable and required transport to Chevrolet Cadillac for a diagnostic check.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Chevrolet Cadillac was the closest authorized Chevy repair facility when vehicle failed. This vendor also has the proper and capable diagnostic equipment for this vehicle.**

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

12/12/16
Date

County Manager

12/12/16
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 12/12/16