

Emergency Justification Form

Requisition #: REQ17000898 Date: 1/19/2017 Amount of Purchase: \$108.00 EMG: FY16/17-053

Department: IT Vendor: WALMART

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. **The Assessor and the Clerks database crashed yesterday. An external hard drive is needed in order to extract the information.**
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): **Loss of time and productivity. Cannot wait to order from another vendor as items needed 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: **The backup server failed otherwise that would have been the option.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Only local vendor that we know that carries this item which is 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 1/19/2017
Date

County Manager 1/19/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 1/19/2017
Finance Department