

Emergency Justification Form

Date: 03/23/2022  
Vendor: American Fire Protection

Department: Maintenance  
Amount of Purchase: \$1,124.36

Requisition #: 2200947

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 Public Works Building A: The fire protection systems is down due to freeze up. Replace frozen drum drip assembly.**

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 damaged drum drip will delay the delivery of water to the fire protection system causing a life and safety issue.**

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:


**Emergency issues happen without notice, parts fail,**

State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

**This vender was selected because they handle the fire system inspections and repairs.**

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

3/23/22  
Date

  
County Manager

3/29/22  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: \_\_\_\_\_

Emergency #: FY 21/22-072