

Emergency Justification Form

Requisition #: REQ2200012

Date: 7/7/21

Amount of Purchase: \$250.00

EMG: FY2022-001

Department: Maintenance

Vendor: Highland Wrecker Service

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. **A Purchase Order is needed for small daily and emergency purchases that are required for minor maintenance and repair issues.**
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): **Minor maintenance issues will take longer to address in a timely manner and could result in becoming larger issues including property damage and safety related issues.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Some needs cannot be anticipated, emergency issues happen without notice, loss keys, entry locks that malfunction, etc.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selection is random; Highland Wrecker Service has served the San Miguel County buildings and offices on a continued basis. This vendor is familiar with our existing locks key codes and has a ready supply of parts available.**

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

7/7/21
Date

County Manager

7/7/21
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 7/7/21

Emergency #: FY 2122-001