

Emergency Justification Form

Requisition #: REQ2200032-46 Date: 7/9/21

Amount of Purchase: \$2900.00

EMG: FY2022-003

Department: Fire

Vendor: Professional Auto Parts

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. **I was told by Finance to do an Open PO per department at the beginning of the FY21-22, because finance was having a hard time receiving when the PO has too many departments per line items, so that Fire Departments don't have to request three quotes when needing to purchase day to day purchases or emergency purchases.**
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): **Fire departments sometimes need to get their units or equipment that may break down and they can fix it themselves by going to NAPA and purchasing screws/hoses to be ready in a moment's notice. Do to emergencies that occur in the community to save life and property. Having to get three quotes takes time away from them.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Issue with vehicles at the station or items at the station are unexpected and therefore cannot be anticipated or planned for.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **NAPA takes Open Purchase Orders.**

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

7/9/21
Date

County Manager

7/12/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 7/12/21

Emergency #: FY 2122-003