

Emergency Justification Form

SO

Date: 9/30/2022
REQ2300447

*2022
9/30*

Department: 1501

Requisition #:

2300447

Vendor: EXPERT AUTO

Amount of Purchase: \$300.00

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 VEHICLES ARE USED FOR TRANSPORT AND THE DETAINEES REGURGITATED AND URINATED

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):

STAINING TO THE INTERIER AND ORDER STICKING LONGER

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

THESE VEHICLES ARE USED DAILY AND NEEDED TO BE CLEANED AND SANITIZED ASAP

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

EXPERT AUTO IS THE ONLY VENDOR FOR THIS DETAIL SERVICE

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:

[Signature]

Elected Official/Department Supervisor

10-3-22
Date

[Signature]

County Manager

10.4.22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FY 22/23-005