

Emergency Justification Form

Requisition #: REQ2100005

Date: 7/8/18

Amount of Purchase: \$500.00

EMG: FY2021-005

Department: Public Works

Vendor: BTU Building Materials Inc.

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. **Open Purchase Order is for the purchasing of emergency items on a day to day basis as needed.**
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 Public Works Department operates equipment and machinery on a daily basis. Public Works does a lot of field work that requires tools. Due to high volume usage on a daily basis, it is important to have access to any tools needed specific to the job and/or maintenance supplies in order to fix any machinery and/or equipment.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **In the event that something breaks or becomes inoperable and needs to be repaired immediately, the open purchase order allows us to purchase the required material in order to repair it.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Local vendor has material available when needed.**

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

7/8/20
Date

County Manager

7/8/20
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 7/10/20

Emergency #: FY 2021-004