

Emergency Justification Form

Requisition #: REQ2200058

Date: 7/8/21

Amount of Purchase: \$1200.00

EMG: FY2022-006

Department: Detention Center

Vendor: Hacienda Home Center

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 needed for daily maintenance of facility**
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 Detention Center is a 24/7 facility. In order to maintain safety for inmates and staff we need to constantly maintain the facility as needs arise.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **An Open Purchase Order allows us to purchase the required materials in order to repair and maintain items within the facility in order to keep operations running smoothly and constantly.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Hacienda Home Center is a local vendor and has materials/supplies needed by the facility.**

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

7/12/21

Date

County Manager

7/15/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 7/15/21

Emergency #: FY 2122-006