

Emergency Justification Form

Requisition #: REQ2200107

Date: 7/14/21

Amount of Purchase: \$1200.00

EMG: FY2022-010

Department: Maintenance

Vendor: Commercial Roofing

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. **There are several active roof leaks in the ceiling in the main building at the county fairgrounds.**
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): **Interruption in the functions scheduled at the fairgrounds, mold may develop causing a health and safety issue.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The roof has several roof leaks, issues with the roof penetrations not sealed properly allowing rain water into the ceiling.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor has worked with the county previously and is the first to respond.**

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

7/14/21  
Date

\_\_\_\_\_  
County Manager

7/15/21  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 7/15/21

Emergency #: FY 2122-010