

Emergency Justification Form

Requisition #: REQ2200006

Date: 7/2/21

Amount of Purchase: \$45.53

EMG: FY2022014

Department: Sheriff's Dept.

Vendor: Big O Tires

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. Patrol Unit G-04825 was in need of an oil change.
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): Because it can cause the engine component to warp and wear out.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: There was no PO set up for this unit: this unit is essential.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Big O Tires has worked on this vehicle before, the vendor was available immediately.

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

7/6/21  
Date

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

7/29/21  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 7/29/21

Emergency #: FY 2122-014