

Emergency Justification Form

Requisition #: REQ2200219

Date: 8/5/21

Amount of Purchase: \$765.93

EMG: FY2022019

Department: Detention Center

Vendor: Jaureguiberry's Auto Repair

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. **Repairs needed in order for vehicle to be operable for 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): **Transportation of inmates is critical to the daily function of the facility.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Facility needed vehicle operable in order to transport inmates safely to courts and other facilities as needed.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor was available for services needed on vehicle and had parts readily available also.**

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

8/6/21  
Date

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

8/6/21  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 8/6/21

Emergency #: FY 2122-019