

Emergency Justification Form

Requisition #: REQ2200210

Date: 8/6/21

Amount of Purchase: \$500.00

EMG: FY20220021

Department: Sheriff's Dept.

Vendor: San Miguel Supply

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. **A PO is needed for unforeseen occasional emergency purchases which arise and must be acted on promptly to ensure deputies are able to maintain coverage of service.**
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): **Further damage and more costs can incur if issues are not immediately addressed.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **For immediate attention to broken items or maintenance of equipment and for office safety.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor was previously used for an open PO and supplied all needs for SO.**

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

8/9/21

Date

County Manager

8/16/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/16/21

Emergency #: FY 2122-021