

Emergency Justification Form

Requisition #: REQ2100418

Date: 10/14/20

Amount of Purchase: \$301.83

EMG: FY2021023

Department: IT

Vendor: Mars Service

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. **Sever room was completely off upon arriving to work, cooling system on roof was down due to faulty control board.**
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): **County's everyday duties and work could not be accomplished due to no working computers or phones. County is dependent on working phones and computers.**
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 way to forecast a cooling system would go down. This problem needed to be fixed right away to bring back the daily work duties throughout the county. We needed to fix the problem immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Marks maintenance did work for this cooling system before and we needed someone immediately and someone who knew how this system worked.**

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

10/14/20  
Date

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

10/15/20  
Date

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

FINANCE DEPARTMENT USE ONLY:

Date: 10/15/20

Emergency #: FY 2021-023