

Emergency Justification Form

Requisition #: REQ2200366

Date: 8/10/21

Amount of Purchase: \$528.72

EMG: FY2022030

Department: Fire

Vendor: Overhead Door

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. **The Garage Doors were not working correctly as per NM State Fire Regulations.**
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): **Overhead Door was the only company that responded at the time they were called out to service the doors and this issue needed to be taken care of quickly in case of an emergency due to safety of life and property.**
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 Garage Doors were not operating correctly and this issue needed to be taken care of quickly in case of an emergency due to safety of a life and property.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Overhead Door was the only company to respond at the time they were called out to service the doors.**

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

9/16/21

Date

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

9/13/21

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 9/13/21

Emergency #: FY 2122-030