

Emergency Justification Form

Requisition #: REQ2200374

Date: 9/14/21

Amount of Purchase: \$376.05

EMG: FY2022033

Department: Maintenance

Vendor: American Fire Protection

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 Public Works Building AS has no record of pressure test on fire protection system, a pressure test is needed to check for leaks.**
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): **The pressure test is needed to ensure that the fire system will operate when needed.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Emergency issues happen without notice.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor was selected because they handle the fire system inspections and repairs.**

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

9/14/21  
Date

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

9/15/21  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 9/28/21

Emergency #: FY 2122-033