

Emergency Justification Form

Requisition #: REQ2200412

Date: 9/29/21

Amount of Purchase: \$548.59

EMG: FY2022039

Department: Sheriff's Office

Vendor: D.A.G.

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. **Unit G-03689 was in need of front brakes and a wheel stud.**
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): **Being a patrol unit driving with worn brakes and wheel stud is dangerous and could cause more damage.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **This is an office safety issue.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is on contract with County.**

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

9/29/21

Date

County Manager

9/29/21

Date

Approved By: _____

Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 9/29/21

Emergency #: FY 2122-039

EST.

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STATE OF NEW MEXICO