

Emergency Justification Form

Requisition #: REQ2200499

Date: 10/25/21

Amount of Purchase: \$381.23

EMG: FY2022048

Department: Sheriff's Dept.

Vendor: D.A.G. Enterprises

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-96057 was in need of a wiper motor.
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 without a wiper motor is dangerous and could cause harm if Deputy is driving in wet rainy weather and not able to see.
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 officer 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 and is a trusted vendor with Sheriff's office..

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

10/25/21

Date

County Manager

10/25/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/26/21

Emergency #: FY 2122-048