

Emergency Justification Form

Requisition #: REQ2200503

Date: 11/1/21

Amount of Purchase: \$444.36

EMG: FY2200051

Department: Detention Center

Vendor: Jaureguiberry Racing & Auto

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. **Transport vehicle needed replacement of door actuator and repair to windshield washer system.**
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): **For safety purposes of transporting inmates to courts and out of town. Items needed to be repaired.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Vendor under county contract was not available in the timeframe needed by our facility.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor was available and had parts on hand to rectify the situation for our facility.**

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

11/3/21  
Date

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

11/4/21  
Date

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

FINANCE DEPARTMENT USE ONLY:  
Date: 11/4/21

Emergency #: FY 2122-051