

Emergency Justification Form

Requisition #: REQ2100894

Date: 4/5/21

Amount of Purchase: \$830.02

EMG: FY20210053

Department: Maintenance

Vendor: Highlands Wrecker Services

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 access control key pad to District Court Clerk area has malfunctioned, preventing access to this area.**
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): **Interruption from the daily work routine from both District Attorney and Count Staff.**
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, malfunctions, and worn parts.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Due to the urgency of the situation, this vendor was selected because of their ability to handle complex rekeying procedures required by the District Court.**

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

4/6/21  
Date

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

4/6/21  
Date

Approved By: \_\_\_\_\_

Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 4/7/21

Emergency #: FY 2021-053