

Emergency Justification Form

Requisition #: REQ2200565

Date: 11/18/21

Amount of Purchase: \$257.55

EMG: FY2200055

Department: IT

Vendor: Highlands Business Communications

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. **Camera system in Commission Chambers is not working. Cameras needed for Commission Chamber meetings and recording meetings and posting on the internet.**
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): **Without working cameras, Commissioner meeting would not be able to be broadcast or recorded. The public would not have access to watch future broadcasts or past broadcasts.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **We needed a working camera system immediately. A local vendor was used.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Highlands Business Communications was used because they are local and could immediately be used to get the camera system working.**

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

11/18/21
Date

County Manager

11/19/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:
Date: 11/19/21

Emergency #: FY 2122-055