

Emergency Justification Form

Requisition #: REQ2200574

Date: 11/29/21

Amount of Purchase: \$200.00

EMG: FY2200056

Department: Fire El Pueblo

Vendor: BTU

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. **El Pueblo VFD is in need of having their Stihl Chainsaw serviced/repaired so they may be ready to assist if called out to an emergency fire due to safety of a life and property.**
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): **BTU is the only vendor in Las Vegas to service or repair Chainsaws and needs to be taken care of quickly in case of an emergency due to safety of life and property.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The Chainsaw is not operating correctly and this issue needs to be taken care of quickly in case of an emergency due to safety of life and property.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **BTU is the only vendor in Las Vegas and it would be more costly to take the Chainsaw to Santa Fe (Travel).**

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

11/29/21
Date

County Manager

11/29/21
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 11/29/21

Emergency #: FY 2122-056