

### Emergency Justification Form

Requisition #: REQ2100922

Date: 4/6/21

Amount of Purchase: \$37.21

EMG: FY20210056

Department: Sheriff's Dept.

Vendor: Big O Tires

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. **Animal Control Unit G-89694 in need of oil change.**
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/emergency unit, not changing oil can cause damage to vehicle.**
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 unit is essential.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Other oil changes had been done under the particular vendor, previous personnel set up PO and I, being new didn't know each item on the PO was for assigned G-plates. This G-plate was not on there.**

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

4/9/21

Date

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

4/15/21

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 4/16/21

Emergency #: FY 2021-056