

**Emergency Justification Form**

Requisition #: REQ2200599

Date: 12/1/21

Amount of Purchase: \$7500.00

EMG: FY2200057

Department: County Manager

Vendor: Harris Technology

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. **Due to no staff in IT, manager's office needs access to IT computers.**
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): **Due to temporary lack of internal IT support SMC still needs to be able to administer support to county departments.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Because of staffing shortage SMC has no IT support.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor has been used in prior years for IT issues.**

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

12/2/21  
Date

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

12/2/21  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 12/2/21

Emergency #: FY 2122-057