

Emergency Justification Form

Requisition #: REQ2101024

Date: 5/13/21

Amount of Purchase: \$260.00

EMG: FY2021062

Department: Detention Center

Vendor: Jaureguiberry's Auto

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. **Transportation vehicle inoperable for transport of inmates.**
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): **Inmates cannot make medical appearances or medical situations if they cannot be transported.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Repairs to vehicle needed immediate attention for transport safety.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selection was available to do repairs when contacted by facility.**

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

5/18/21

Date

County Manager

5/18/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 5/18/21

Emergency #: FY 2021-062