

Emergency Justification Form

Date: 01/11/2022
Vendor: Highland Wrecker Services

Department: Maintenance
Amount of Purchase: \$250.00

Requisition # 2200692

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.

An open purchase order is needed for small daily and emergency purchases that are required for minor maintenance and repair issues.

- 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):

Minor maintenance issues will take longer to address in a timely manner and could result in becoming larger issues including property damage and safety related issues.

- 3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

Some needs cannot be anticipated, emergency issues happen without notice, loss keys, entry locks that malfunction, etc.

- 4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

Vendor Selection is random, Highlands Wrecker has served the San Miguel County buildings and offices on a continued bases. This vendor is familiar with our existing locks, key codes and has a ready supply of parts available.

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

Date

1/12/22

County Manager

Date

1-12-22

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: _____