

Emergency Justification Form

Requisition #: REQ2101096

Date: 6/1/21

Amount of Purchase: \$134.74

EMG: FY2021064

Department: Sheriff's Dept.

Vendor: San Miguel Supply

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. Patrol unit G-98501 is in need of a battery.
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): Patrol unit is needed for emergency response. If battery is not replaced the unit will not be operable for emergencies.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Officer Safety issue.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Not enough funds in PO for specified vendor.

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

6/1/21  
Date

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

6/3/21  
Date

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

FINANCE DEPARTMENT USE ONLY:

Date: 6/3/21

Emergency #: FY 2021-064