

Emergency Justification Form

Date: January 25, 2022

Department: PUBLIC WORKS

Requisition #2200731

Vendor: SAN MIGUEL SUPPLY

Amount of Purchase: \$500.00

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. THESE ARE DAY TO DAY UNPREDICTABLE INCIDENTS THAT OCCUR, THAT NEED IMMEDIATE ATTENTION TOWARD HEALTH AND SAFETY 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): COULD RESULT IN ADDITIONAL LITIGATION FROM EMPLOYEES OR CITIZENS, IF THE INCIDENTS ARE NOT REPAIRED/CORRECTED IMMEDIATELY.
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 OR CORRECTIONS OF THIS NATURE CANNOT WAIT FOR THE NORMAL PROCESS OF PROCUREMENT.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): SAN MIGUEL SUPPLY AND NAPA AUTO PARTS ARE THE ONLY VENDORS THAT HAVE ITEMS IN STOCK AND AVAILABLE FOR PURCHASE. WE ARE ROTATING VENDORS OCCASIONALLY.

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:

Lerald Lays
Elected Official/Department Supervisor

1/25/2022
Date

J. Ansley
County Manager

1.28.22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: _____