

Emergency Justification Form

Requisition #: Req2200783 Date: 2/8/22 Amount of Purchase: \$180.07 EMG: FY21-22

Department: 315 Vendor: Las Vegas Diesel

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. **2006 F-350 was parked at Public Works and the Catalytic Converter was vandalized on 2/7/22 or about, he did a police report and needs to get it installed and be operational during a emergency response call.**
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): **The vehicle needs to be operational and ready for emergency response in case of a natural disaster or emergency for the safety of life and property.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Dennis called Romero's Muffler and they said they could not install catalytic converter or weld the muffler.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Las Vegas Diesel was the only vendor to answer the phone and could do the work.**

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:

[Signature]
Elected Official/Department Supervisor

2/8/22
Date

[Signature]
County Manager

2-9-22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: [Signature]
Finance Department

Date: 2/10/22

Emergency #: _____