

Emergency Justification Form

Requisition #: REQ2101138

Date: 6/29/21

Amount of Purchase: \$15.00

EMG: FY2021070

Department: Assessor's

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. Vehicle wipers worn out.
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): Appraisers need to go out on field to reappraise 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: Did not realize vehicle needed wipers.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Quotes attached

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

6/30/21

Date

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

6/30/21

Date

Approved By: \_\_\_\_\_

Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 6/30/21

Emergency #: FY 2021-070