

Emergency Justification Form

Date: 3/31/2022

Department: 1501

Requisition #: 978

Vendor: D.A.G

Amount of Purchase: \$1,340.01

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.

UNIT G-96057 NEEDED REPAIRS TO FRONT END (CONTROL ARM & BALL JOINTS

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):

BEING A PATROL UNIT, IT IS IMPERATIVE TO HAVE THIS UNIT IN GOOD RUNNING CONDITON FOR EVERY DAY NEEDS FOR OUR DEPUTIES

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

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

VENDOR IS ON CONTRACT WITH COUNTY

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

3-31-22
Date

[Signature]
County Manager

4-4-22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FY 21/22-073

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