

Emergency Justification Form

Date: 4/4/2022

Department: 703

Requisition #: 2200988

Vendor: JCG PLUMBING

Amount of Purchase: \$540.24

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.

MOP SINK NOT DRAINING CORRECTLY AND PIPING WAS BROKEN

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):

VENDOR IS ON CONTRACT WITH COUNTY

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

VENDOR CAME AND DID REPAIRS AND INVOICED US THAT SAME DAY.

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

VENDOR ON CONTRACT WITH COUNTY. PERFORMED WORK AS NEEDED FOR SAFETY REASONS.

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

4/5/22
Date

[Signature]
County Manager

4-5-22
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: _____

Emergency #: FY 21/22 - 074