

**Emergency Justification Form**

Date: 4/8/2022

Department: 703

Requisition #: 2201027

Vendor: Jaurequiberry's Racing

Amount of Purchase: \$372.75

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.

Replacement of blower motor on vehicle used for transporting inmates to and from court

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):

Safety for the staff and inmates if issued is not 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:

Vendor could get vehicle in at the time and returned to facility in timely manner with minimal interruptions of court appearances for inmates

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

Vendor county has on contract has hours of 7:30a.m. -3:30p.m. Monday-Friday

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

4/11/22  
Date

[Signature]

County Manager

4/13/22  
Date

**FINANCE DEPARTMENT USE ONLY:**

Approved By: \_\_\_\_\_  
Finance Department

Date: \_\_\_\_\_

Emergency #: FY 21/22 - 075