

Emergency Justification Form

Date: 5/9/2022

Department: 1501

Requisition #: \_\_\_\_\_

Vendor: CODE 3 SERVICE

Amount of Purchase: \$11,433.42

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.

UNITS 04825 & 03689 NEEDED RADIOS INSTALLED FOR COMMUNICATION

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):

THIS WAS A NEED THAT COULD NOT WAIT DUE TO EMERGENCY WILD FIRE

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

UPGRADE WAS NEEDED TO KEEP IN COMMUNICATION DURING ANY EMERGENCY

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

VENDOR IS STATE CONTRACTED

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

5-11-22  
Date

[Signature]  
County Manager

5-11-22  
Date

FINANCE DEPARTMENT USE ONLY:

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

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

Finance Department

Emergency #: FV 2/22-078