

Emergency Justification Form

Date: 05/17/2022

Department: Public Works

Requisition 2201136

Vendor: Luis Gonzales Tire Service

Amount of Purchase: \$300.00

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. San Miguel County picked up the motor grader and the lowboy trailer had a flat tire. Immediate replacement was needed.
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): For operation, the motor grader needed to be picked up from Maez so that a fire line could be cut
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: For safety reasons, the tire needed to be replaced for transport of motor grader
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): L and R was the only vendor that had a tire in stock by San Miguel County for Public Works

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:

Hosaleid Lopez  
Elected Official/Department Supervisor

5/17/2022  
Date

County Manager

[Signature]

Date

FINANCE DEPARTMENT USE ONLY:

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

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

Emergency #: FY 21/22-079