

Emergency Justification Form

Date: 6/3/2022

Department: 703

Requisition #: 2201200

Vendor: Quay County

Amount of Purchase: \$5,125.00

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.

Fire Evacuation of Inmates to facility

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 the Safety of Inmates and Staff. Inmates transported to other Facilities

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

Fire near San Miguel County Detention Center

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

This Facility was contacted and they informed us they could house some of our inmates for safety reasons at this time.

RECEIVED  
JUN 06 2022

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

6/3/22  
Date

[Signature]  
County Manager

6.6.22  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: [Signature]  
Finance Department

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

Emergency #: FY 21/22 - 081