

Emergency Justification Form

Date: 6/28/22

Department: PUBLIC WORKS

Requisition # 2201231

Vendor: Highlands Wrecker Service

Amount of Purchase: \$120.40

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.

Needing to enter office

- 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):

Office was possible site for EOC during flooding

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

We were preparing for emergency flooding

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

They are the only vendor providing locksmith services

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

7-28-22
Date

RECEIVED
JUN 28 2022

[Signature]

County Manager

6-28-22
Date

SAN MIGUEL COUNTY
FINANCE DEPARTMENT

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Date: _____

Finance Department

Emergency #: FY 21/22 -084