

Emergency Justification Form

Date: 3/8/2023

Department: 703

Requisition #: 2300969

Vendor: LEOS GLASS & GLAZING

Amount of Purchase: 450.00

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.

WINDOW ON KITCHEN OVEN NEEDED REPLACEMENT

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):

COOKING SERVICES FOR INMATES AND STAFF WOULD COME TO A HALT AND COULD DISRUPT THE FACILITY IF NOT ADDRESSED 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:

ISSUE NEEDED TO BE ADDRESSED IMMEDIATELY IN ORDER FOR MEALS TO CONTINUE IN A TIMELY MANNER

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

VENDOR WAS AVAILABLE AND HAD ITEM IN STOCK FOR REPLACEMENT

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

3/7/23
Date

[Signature]
County Manager

3/10/23
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: [Signature]
Finance Department

Date: 3/10/23

Emergency #: F42223-007