

Emergency Justification Form

Requisition #: REQ20000039 Date: 7/8/19 Amount of Purchase: \$500.00 EMG: FY19/20-001

Department: Fire Vendor: Professional Auto Parts

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. **The purpose of this requisition is to allow the 12 San Miguel County Volunteer Fire Departments the ability to purchase small items needed quickly.**
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): **Having an open purchase order allows the 12 San Miguel County Volunteer Fire Departments the ability to quickly and efficiently obtain the small ticket items needed to make quick repairs.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Often at times, it is impossible to know when a specific small repair is needed. Having the open purchase order allows repairs to be made quickly and efficiently.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **San Miguel County Fire Marshal's Office will use vendors on a rotating basis.**

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:

Elected Official/Department Supervisor 7/8/19
Date

County Manager 7/15/19
Date

Approved By: _____ FINANCE DEPARTMENT USE ONLY: _____
Finance Department Date: 7/16/19

Emergency #: FY1920-001