Emergency Justification Form

Requisition #: REQ20000054 **Date: 7/10/19** **Amount of Purchase: $250.00** **EMG: FY19/20-004**

Department: Maintenance **Vendor: Highlands Wrecker Services**

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**. An open purchase order is needed for daily emergency purchases that are required for minor maintenance, repairs and replacement issues.**

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): **Minor maintenance issues will take longer to address in a timely manner and could result in becoming larger issues including property damage and safety related issues.**

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Some needs cannot be anticipated, emergency issues happen without notice, loss keys, entry locks that malfunction, etc.**

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selection is random, Highlands Wrecker has served San Miguel County buildings and offices on a continued basis. This vendor is familiar with our existing locks, keys codes and has a ready supply of parts available.**

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:

_____ 7/10/19
Elected Official/Department Supervisor Date

_____ 7/16/19
County Manager Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 7/17/19
Finance Department

Emergency #: **FY1920-004**