

Emergency Justification Form

Requisition #: REQ20000066      Date: 7/12/19      Amount of Purchase: \$150.00      EMG: FY19/20-006

Department: IT      Vendor: BTU

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. **Misc. hardware is needed by the I.T. Dept. to accomplish different tasks and complete the work needed.**
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): **Small purchases are needed immediately at times for our department to run more efficiently and complete the task.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Through the procurement process, three quotes are needed and has to go through the channels to obtain a Requisition and then a Purchase Order. Our department needs small purchases to complete these jobs sometimes immediately for the safety of the said dept.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **BTU was chosen as we will be alternating between local vendors.**

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

7/12/19  
Date

\_\_\_\_\_  
County Manager

7/16/19  
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____	Date: <u>7/17/19</u>
Finance Department	

Emergency #: FY1920-006