

Emergency Justification Form

Requisition #: REQ20000114      Date: 7/22/19      Amount of Purchase: \$1,649.75.00      EMG: FY19/20-009

Department: Sheriff's Office

Vendor: Franken Tire Center

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. **Brakes were not functioning properly or safely for travel in San Miguel areas. Vehicle is used for the county's safety of animal control of vicious animals.**
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): **Safety for our animal control officer was in question due to the malfunctioning of brakes/rotors/pads.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **While on duty, Animal Control Officer, Ms. Allington could not operate the vehicle properly and needed vehicle fixed while on shift the weekend of fourth of July holiday.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendors in town could not get vehicle in for repairs without a wait period.**

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

7/22/19  
Date

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

7/24/19  
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>7/30/19</u>
Emergency #: <u>FY1920-009</u>	