

Emergency Justification Form

Requisition #: REQ20000087 Date: 7/25/19 Amount of Purchase: \$500.00 EMG: FY19/20-010

Department: Sheriff's Office

Vendor: San Miguel Supply

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. **Due to patrol vehicles needing to be maintained and operable, items need to be purchased 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): **Safety for the public and the deputies are at risk when vehicles are not in operable condition.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Small amount items such as wipers, anti-freeze, transmission fluid, light fuses and quarts of oil need to be purchased in a timely manner in order for daily tasks to be met.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **All local vendors will be on a rotation status with our office in order to fairly represent and help the county.**

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

7/26/19
Date

County Manager

7/29/19
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:
Date: 7/30/19

Emergency #: FY1920-010