

Emergency Justification Form

Requisition #: REQ20000396

Date: 9/30/19

Amount of Purchase: \$54.20

EMG: FY19/20-025

Department: Sheriff Office

Vendor: Highlands Wrecker

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. **Patrol vehicle was in route to a call and was not properly operating as it should. (stopped and would not start again)**
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): **If not corrected, safety of our deputy would have been at risk in an area out of town. Also patrol vehicle could not be left on the side of the road.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Patrol vehicle needed to be towed in a timely manner in order for operations of sheriff's office to continue for the public.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor was immediately available to tow patrol vehicle.**

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

9/30/19

Date

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

9/30/19

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 10/1/19

Emergency #: FY1920-025