

Emergency Justification Form

Requisition #: REQ20000450

Date: 10/17/19

Amount of Purchase: \$250.00

EMG: FY19/20-027

Department: Maintenance

Vendor: Highlands Wrecker Service

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): **Highlands Wrecker has served the San Miguel County buildings and offices on a continued basis. This vendor is familiar with our locks, key 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:

\_\_\_\_\_  
Elected Official/Department Supervisor

10/17/19  
Date

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

10/21/19  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 10/21/19

Emergency #: FY1920-027