

Emergency Justification Form

Requisition #: REQ20000460 Date: 10/21/19 Amount of Purchase: \$130.43 EMG: FY19/20-030

Department: Detention Center Vendor: George's Appliance Repair

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. **G-Pod (Female Pod) dryer became inoperable. Cause of situation is normal wear and tear of equipment.**
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): **Operational equipment is critical to maintain proper living requirements; equipment must be kept at all times.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Dryer is essential for proper hygiene standards, for inmates to maintain proper cleanliness.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is very reliable and responsive to all the needs of the facility and knowledgeable of equipment, he is also the only local vendor for appliance repair.**

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 10/22/19
Date

County Manager 10/29/19
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>10/29/19</u>
Emergency #: <u>FY1920-030</u>	