

Emergency Justification Form

Requisition #: REQ20000607 Date: 12/4/19 Amount of Purchase: \$189.69 EMG: FY19/20-034

Department: Sheriff's 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 patrolling frontage road and ran into black ice and patrol vehicle was totaled as airbags deployed in front and rear area of vehicle.**
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): **Towing was essential due to patrol vehicle being on the highway in bad weather conditional and inoperable.**
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 was inoperable and needed immediate towing into our office in order for repairs to be evaluated.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor was next on rotation with NMSP, who is our dispatch service for our office.**

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

12/5/19
Date

County Manager

12/6/19
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>12/9/19</u>
Emergency #: <u>FY1920-034</u>	