

Emergency Justification Form

Requisition #: REQ20000734 Date: 1/22/20 Amount of Purchase: \$478.28 EMG: FY19/20-048

Department: Detention Center

Vendor: Big O Tires

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. **Utilization of vehicle (Durango) was unsafe due to the brakes. In order to provide safe driving abilities, it was important to get the brakes replaced before utilizing the vehicle 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): **Safely utilizing a vehicle is important, worn brakes is definitely something that needs prompt attention due to unsafe driving experience.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Brakes are critical and must be addressed immediately in order to provide a safe driving experience.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is reliable and knowledgeable of the department and our needs. Vendor is immediately responsive.**

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 1/20/20
Date

County Manager 1/24/20
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 1/27 /20
Finance Department

Emergency #: FY1920-047