

Emergency Justification Form

Requisition #: REQ20000851

Date: 3/3/20

Amount of Purchase: \$500.00

EMG: FY19/20-054

Department: Fire

Vendor: Hudsons Auto Supply, Inc.

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. **The purpose of this Requisition is to allow Conchas Volunteer Fire Department the ability to purchase small items needed quickly.**
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): **Having an Open Purchase Order allows Conchas Volunteer Department the ability to quickly and efficiently obtain the small ticket items needed to make quick repairs..**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Often times, it is impossible to know when a specific small repair is needed. Having the Open Purchase Order allows repairs to be made quickly and efficiently.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Conchas Volunteer Fire Department will use vendors on a rotating basis.**

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

3/3/20  
Date

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

3/3/20  
Date

Approved By: \_\_\_\_\_

Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 3/4/20

Emergency #: FY1920-054