

Emergency Justification Form

Requisition #: REQ20000849 **Date:** 3/2/20 **Amount of Purchase:** \$19,562.50 **EMG:** FY19/20-056

Department: IT

Vendor: Werecoverdata.com

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.
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):
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

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.

INFORMATION CURRENTLY NOT AVAILABLE, PENDING INVESTIGATION-CLIENT PRIVILEGE INFORMATION

Submitted by:

Elected Official/Department Supervisor

3/2/20
Date

County Manager

3/9/20
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 3/9/20

Emergency #: FY1920-056