

Emergency Justification Form

Requisition #: REQ20000898

Date: 3/20/20

Amount of Purchase: \$1500.00

EMG: FY19/20-060

Department: Detention Center

Vendor: Card Service Center

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. **Facility is in preparation for the possible Officer Quarantine due to COVID-19.**
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): **Not being prepared for this or any emergency could affect the wellbeing of our staff members if they are ordered to quarantine.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Due to Emergency precautions, we are not aware of what will occur next but we need to prepare.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor was responsive to needs. **Vendors throughout our vicinity will be utilized for food purchases.**

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

3/20/20
Date

County Manager

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 3/20/20

Emergency #: FY1920-060