

Emergency Justification Form

Requisition #: REQ20000912

Date: 3/25/20/20

Amount of Purchase: \$600.00

EMG: FY19/20-064

Department: County Manager Office

Vendor: Card Services

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. **Essential Departments need Personal Protective Equipment to continue day to day functions.**
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): **Due to COVID-19, PPE is necessary to prevent harm to county employees.**
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 a shortage of PPE the items need to be purchased as soon as possible.**
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. **Due to the limited amount of PPE, Card Services will be utilized so that we can purchase from various vendors.**

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

3/25/20  
Date

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

3/25/20  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 3/26/20

Emergency #: FY1920-064