

Emergency Justification Form

Requisition #: REQ20000

Date: 4/14/20

Amount of Purchase: \$208.16

EMG: FY19/20-068

Department: Public Works

Vendor: Arnold Lopez

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. **Due to the COVID-19 outbreak, all cleaning supplies/antibacterial supplies were issued to San Miguel County Public Work employees. We are unable to order at this time due to items being out of stock.**
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): **Spread of virus can occur causing employees to get sick and unable to work. Health and safety of County Employees is our main priority.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Items became unavailable very quickly**
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. **Mr. Lopez came across some hand sanitizer which has been unavailable at any/all stores online; due to the dire need of this product he purchased what he could in order to supply Public Work Employees.**

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

4/14/20

Date

County Manager

4/15/20

Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 4/15/20

Emergency #: FY1920-068