

Emergency Justification Form

Requisition #: REQ20000982

Date: 4/15/20

Amount of Purchase: \$500.00

EMG: FY19/20-071

Department: Sheriff's Office

Vendor: San Miguel Supply Co.

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. **Items needed by deputies and office staff for daily use in order to be continuously operational.**
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): **Small purchases will be made in order for the patrol vehicles to be safely maintained and daily operations to be continued.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Immediate purchase of items needed has to be made in order for safety of county not to be disturbed; cannot wait for the normal process of procurement.**
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. **Vendor has supply available for our office. We will be rotating vendors when needed.**

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

4/15/20

Date

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

4/17/20

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 4/22/20

Emergency #: FY1920-071