

Emergency Justification Form

Requisition #: REQ200001123

Date: 5/14/20

Amount of Purchase: \$362.00

EMG: FY19/20-077

Department: Fire

Vendor: Highlands Wrecker Service

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. **Sapello and Rociada Fire Stations had discovered that masks, medical gloves, hand sanitizer, and other equipment were missing. Since they do not know who might have taken these critical items or if someone has some form of access unknown to them, they took immediate action to secure access to both stations.**
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): **Someone that has some form of unknown access is exposing the Fire stations to possible vandalism.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The issue with the locks was unexpected and therefore could not be anticipated or planned for.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Highlands Wrecker Service was the vendor most responsive to the need that point in time. Services will be provided immediately.**

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

5/14/20  
Date

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

5/14/20  
Date

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

FINANCE DEPARTMENT USE ONLY:

Date: 5/28/20

Emergency #: FY1920-077