

Emergency Justification Form

Requisition #: REQ200001094

Date: 5/11/20

Amount of Purchase: \$150.00

EMG: FY19/20-078

Department: Maintenance

Vendor: BTU Building Materials

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. **Equipment: Maintenance is required to overhaul the maintenance department's only weed string trimmer.**
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): **Currently the weed trimmer is not operating properly and will not start. The maintenance department is in need of this trimmer to perform routine ground maintenance.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Not all needs can be anticipated, repair issues happen without prior notice.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selection is random. This vendor carries Stihl products and provides repair services to specific this item.**

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

5/11/20  
Date

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

5/11/20  
Date

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

FINANCE DEPARTMENT USE ONLY:  
Date: 5/27/20

Emergency #: FY1920-078