

Emergency Justification Form

Requisition #: REQ200001304

Date: 6/19/20

Amount of Purchase: \$175.00

EMG: FY19/20-084

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. **Due to COVID-19, the maintenance department has received a request from the County Clerk's office for additional shields, in addition a request was made by the Probate Judge for a Plexiglas shield.**
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 the nature of COVID-19, protection is required for the health and safety of employees and the general public.**
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.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selection is random. The vendor carries the products to build and install the shields.**

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

6/19/20

Date

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

6/19/20

Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>6/24/20</u>
Emergency #: <u>FY1920-084</u>	