

Emergency Justification Form

Requisition #: REQ20000510      Date: 11/15/19      Amount of Purchase: \$1000.00      EMG: FY19/20-031

Department: Detention Center      Vendor: TLC

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. **All Administrative areas are backing up with sewage.**
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): **Sewage can lead to major damage to personnel, equipment, furniture, etc.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Plumbing backup is a health threat and needs to be addressed immediately.**
- 4.
5. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is responsive to the facility needs on an immediate basis.**

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

11/5/19  
Date

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

11/12/19  
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____	Date: <u>11/13/19</u>
Finance Department	
Emergency #: <u>FY1920-031</u>	