

Emergency Justification Form

Requisition #: REQ1499

Date: 6/14/2017

Amount of Purchase: \$1511.71

EMG: FY16/17-078

Department: SOLID WASTE 998

Vendor: RUSH TRUCK CENTER

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. **Truck was not running properly and left Driver stranded, truck was transported to the Rush Truck Center for diagnostic check.**
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): **Could result in additional litigation from employees or citizens if the incidents are not repaired/corrected immediately.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Repairs or corrections of this nature cannot wait for the normal procurement; Rush Truck Center is the only vendor to service Peter built trucks.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Rush Truck Center is the only vendor to service Peter Built trucks and can get it done 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

6/15/2017  
Date

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

6/15//2017  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 6/19/2017