

Emergency Justification Form

Requisition #: REQ1498

Date: 6/14/2017

Amount of Purchase: \$610.33

EMG: FY16/17-079

Department: PUBLIC SERVICE DEPARTMENT

Vendor: WAGNER

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. **Bucket on the Loader was drifting when putting pressure down with the bucket.**
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 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 process of procurement. Wagner Equipment is the vendor we purchased the machine from and the only one who performs warranty work on this machine.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Work being performed on the machine was under warranty, however mileage and freight is not, and for this reason we are getting billed for these items.**

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

6/14/2017
Date

County Manager

6/15/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 6/19/2017