

Emergency Justification Form

Requisition #: REQ1701514      Date: 6/26/2017      Amount of Purchase: \$3,362.62      EMG: FY16/17-082

Department: PUBLIC SERVICE OPERATIONS

Vendor: MCT

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 was sent in 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.
4. 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 is the vendor we leased the piece of equipment from and the only one who can work on equipment without voiding warranty.**
5. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Wagner is the vendor we lease equipment from and can have 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

6/26/2017  
Date

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

6/22/2017  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 6/27/2017