

Emergency Justification Form

Requisition #: REQ1800096      Date: 7/28/2017      Amount of Purchase: \$669.87      EMG: FY17/18-010

Department: DETENTION CENTER

Vendor: MARKS SERVICE

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. **Facility laundry air conditioner is inoperable; cause for the situation is faulty motor/normal wear and tear of equipment.**
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): **While drier are in operation, temperature in room exceeds room temperature making it difficult to carry out normal operating procedures.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **During hot summer months, having an operable air conditioning unit is critical to the health and wellbeing of all personnel.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor chosen is a reliable source and is able to immediately assist with situation.**

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

7/20/2017  
Date

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

7/26/2017  
Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 7/27/2017

Emergency #: \_\_\_\_\_