

Emergency Justification Form

Requisition #: REQ1800155

Date: 8/8/2017

Amount of Purchase: \$192.40

EMG: FY17/18-016

Department: GALLINAS VFD

Vendor: HIGHLANDS WRECKER SERVICES

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. **While responding to an incident on July 23, 2017, the vehicle became inoperable.**
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): **The need to have the vehicle towed was immediate as leaving the vehicle on the side of the road thereby exposing it to vandalism was not an option.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The issue with the vehicle was unexpected and therefore could not be anticipated or planned for.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Highlands Wrecker Service was the vendor most responsive to the need at that point in time. Services were provided 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

8/10/2017
Date

County Manager

8/15/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/21/2017

Emergency #: _____