

Emergency Justification Form

Requisition #: REQ1800186

Date: 8/11/2017

Amount of Purchase: \$1,810.00

EMG: FY17/18-017

Department: PUBLIC SERVICE OPERATIONS

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 engine was losing power..
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): This truck is used for hauling material and equipment, if not fixed immediately it will slow down production of hauling materials to county roads.
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. 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

8/11/2017
Date

County Manager

8/15/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/22/2017

Emergency #: _____