

Emergency Justification Form

Requisition #: REQ1800289

Date: 9/8/2017

Amount of Purchase: \$115.73

EMG: FY17/18-022

Department: DETENTION CENTER

Vendor: GEORGE'S APPLIANCE REPAIR

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. **Reintegration Center area dryer became inoperable. Cause of situation is 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): **Operational equipment is critical to maintain proper living requirements; equipment must be up kept at all times.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Dyer is essential for proper hygiene standards, for inmates to maintain proper cleanliness.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor is reliable to the needs of the facility and is knowledgeable of equipment.**

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

9/7/2017
Date

County Manager

9/13/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 9/15/2017

Emergency #: 022