

**Emergency Justification Form**

Requisition #: REQ1800396      Date: 10/12/2017      Amount of Purchase: \$500.00      EMG: FY17/18-043

Department: FIRE

Vendor: PROFESSIONAL AUTO PARTS

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. **The purpose of this Requisition is to allow the 12 San Miguel County Volunteer Fire Departments the ability to purchase small items needed quickly.**
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): **Having an Open Purchase Order allows the 12 San Miguel County Volunteer Fire Departments the ability to quickly and efficiently obtain the small ticket items needed to make quick repairs.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Often times, it is impossible to know when a specific small repair is needed.. Having an open purchase order allows the repairs to be made quickly and efficiently.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **San Miguel County Fire Chief's Office will use vendors on a rotating basis.**

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

10/10/2017  
Date

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

10/16/2017  
Date

Approved By: _____	FINANCE DEPARTMENT USE ONLY:
Finance Department	Date: <u>10/18/2017</u>

Emergency #: 043