

Emergency Justification Form

Requisition #: REQ1800481 Date: 10/20/2017 Amount of Purchase: \$250.00 EMG: FY17/18-046

Department: MAINTENANCE

Vendor: HACIENDA HOME 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. **An open purchase order is required for small and daily emergency purchases that are needed for minor maintenance and repair issues that arise.**
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): **Minor maintenance issues will take longer to address in a timely manner and could result in becoming larger issues including property damage and safety.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Not all needs can be anticipated because of the large number of buildings and offices. Emergency issues happen without prior notice.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selection is random. This vendor carries certain stocked items on hand and at a reasonable price.**

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

10/30/2017
Date

County Manager

10/31/2017
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 11/1/2017

Emergency #: 046