

Emergency Justification Form

Requisition #: REQ1800769

Date: 1/4/18

Amount of Purchase: \$790.42

EMG: FY17/18-069

Department: DETENTION CENTER

Vendor: EGB ELECTRIC

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. **Dayroom lighting became inoperable. Cause of situation is normal wear and tear of lights.**
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): **Lighting must be at 100% at all times in order to maintain 100% visual of all inmates and /or staff for safety percussions.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Lighting is important for day to day operations at the detention center and must be at full operational capacities at all times within the living areas of the detainees.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor has been reliable in the past and knowledgeable of the facility. He was responsive when contacted and reported to the facility 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

1/5/18  
Date

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

1/8/18  
Date

Approved By: _____	FINANCE DEPARTMENT USE ONLY:
Finance Department	Date: <u>1/9/18</u>
Emergency #: <u>069</u>	