

Emergency Justification Form

Requisition #: REQ1800775

Date: 1/18/18

Amount of Purchase: \$1,138.16

EMG: FY17/18-070

Department: PUBLIC SERVICES DEPT

Vendor: ROCKY ROAD

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. **Pothole repair needed in Gallinas Canyon.**
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): **Could result in additional litigation from employees or citizens if the incidents are not repaired/corrected immediately. Road needs to be repaired to prevent tort claim or damage to vehicles.**
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 and/or corrections of this nature cannot wait for the normal process of procurement and needs to be repaired immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Rocky Road has materials available, also only vendor in town to produce material.**

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

1/8/2018  
Date

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

1/8/18  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 1/9/18

Emergency #: 070