

Emergency Justification Form

Requisition #: REQ1800797

Date: 1/23/18

Amount of Purchase: \$300.00

EMG: FY17/18-073

Department: SHERIFF'S OFFICE

Vendor: O'REILLY AUTO

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. **Day to day unpredictable occurrences with vehicles in the sheriff's office that need to be corrected immediately for the safety of our deputies.**
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 monetary maintenance if not repaired or corrected; also public safety could be delayed.**
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 or corrective action of this nature cannot wait for the normal procurement process.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **O' Reilly Auto parts is a local auto store that has supplies in stock and available for purchase with purchase order when needed.**

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

1/23/2018
Date

County Manager

1/25/18
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 1/29/18

Emergency #: 073