

Emergency Justification Form

Requisition #: REQ1801071

Date: 3/26/18

Amount of Purchase: \$500.00

EMG: FY17/18-091

Department: SHERIFF'S DEPT

Vendor: HACIENDA

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. **Materials needed to furnish and supply new building with shelving and additional supplies needed in the office.**
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): **We did not anticipate needing additional shelving and storage space for excessive paperwork.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Purchases needed to equip our two connex boxes for additional storage with lumber for space saving in our evidence room.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor was selected for their inventory and easy availability of supplies needed in a timely manner for our office.**

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

3/28/18
Date

County Manager

3/26/18
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 3/29/18

Emergency #: 091