

Emergency Justification Form

Requisition #: REQ1801063

Date: 4/10/18

Amount of Purchase: \$500.00

EMG: FY17/18-097

Department: DETENTION CENTER

Vendor: PROFESSIONAL AUTO PARTS

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. **Open Purchase Order is for the purchasing of emergency items on a day to day basis as they are needed.**
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): **The Detention Center is a 24hr facility. In order to maintain transportation needs of the detainees within the facility, we must maintain reliable transportation at all times.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **In the event something breaks/or becomes inoperable on one of the Detention Center vehicles, and needs to be repaired immediately due to the safety of transportation needs, the open purchase order allows us to purchase the required materials in order to repair it.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Local vendor has materials available 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

4/3/18
Date

County Manager

4/11/18
Date

Approved By: _____		FINANCE DEPARTMENT USE ONLY:	
Finance Department		Date: <u>4/12/18</u>	
Emergency #: <u>097</u>			