

Emergency Justification Form

Requisition #: REQ1801131 Date: 4/13/18 Amount of Purchase: \$250.00 EMG: FY17/18-098

Department: MAINTENANCE Vendor: HACIENDA HOME CENTER

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. **Need an open purchase order for small daily emergency purchases that are required for minor maintenance and repair issues that arise.**
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): **Minor maintenance issues will take longer to address in a timely manner and could result in becoming larger issues including property damage and safety related issues.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Not all needs can be anticipated because of the large number of buildings and offices. Emergency issues happen without prior notices.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **The vendor carries certain stocked items on hand and at a reasonable price.**

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

4/13/18

Date

County Manager

4/18/18

Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>4/18/18</u>
Emergency #: <u>098</u>	