

Emergency Justification Form

Requisition #: REQ1801170

Date: 4/25/18

Amount of Purchase: \$1721.96

EMG: FY17/18-100

Department: DETENTION CENTER

Vendor: COMPUTER ASSESTS

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. **The PTZ camera located in D-Pod Housing Unit has become inoperable.**
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 facility housing area must be under surveillance 24-7. Without surveillance there is risk of attack on an inmate and/or staff member. Inmates must be visible at all times for safety and security purposes.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The camera showed no signs of default.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Computer Assets is responsive to the facility and able to address the situation ASAP.**

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

4/25/18

Date

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

4/25/18

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 4/26/18

Emergency #: 0100