

Emergency Justification Form

Requisition #: REQ1801348 Date: 6/7/18 Amount of Purchase: \$232.51 EMG: FY17/18-110

Department: SHERIFF'S DEPARTMENT Vendor: HIGHLANDS WRECKER SERVICE

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. **Towing services needed due to vehicle breaking down on a transport to Taos, NM.**
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): **Vehicle had to be towed to town for safety reasons and to get immediate repair.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Vehicle is used to transport inmates and patrol the San Miguel area and needed to be repaired immediately.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Vendor was next to rotation at NMSPD, who dispatches for the San Miguel area.**

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

6/14/18

Date

County Manager

6/15/18

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 6/18/18

Emergency #: 110