

Emergency Justification Form

Requisition #: REQ1801276 Date: 6/1/18 Amount of Purchase: \$778.19 EMG: FY17/18-111

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. **Windshield and front passenger windows vandalized on Deputy's property.**
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): **Due to safety concerns and vehicle needing to be out on patrol and used for transporting inmates, damages needed to be repaired immediately.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Due to safety concerns, vehicle needed to be repaired as soon as possible.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Highlands Wrecker was next on rotation for call service.**
- 5.

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

6/1/18
Date

County Manager

6/7/18
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 6/19/18

Emergency #: 111