

Emergency Justification Form

Requisition #: REQ1801323 Date: 6/1/18 Amount of Purchase: \$125.00 EMG: FY17/18-112

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. **Key to 2008 Dodge Durange was lost/misplaced when last utilized by our deputies.**
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): **We needed to move vehicle and found out that key was lost/misplaced. Needed to get vehicle moved immediately for parking lot to be worked on.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Key needed immediately to utilize vehicle for patrol.**
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 only local vendor that can reprogram electronic keys for patrol vehicles.**
- 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 #: 112