

Emergency Justification Form

Requisition #: REQ1900001

Date: 6/29/18

Amount of Purchase: \$704.66

EMG: FY18/19-001

Department: DETENTION CENTER

Vendor: HIGHLANDS WRECKER

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 facility recently remodeled the Sheriff's side of the building. Staff moved all furniture into the new office prior to realizing these offices could not be secured. Confidential information must be secured at all times. Also Bond money needs to be in a secure location.**
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 risk facing tort claims if confidential information is leaked. Also the facility is responsible for monies coming into the facility.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **We were not aware of the locking circumstances. We have only issued one key per office to the Supervisor.**
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 responsive to the facility.**

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

6/29/18

Date

County Manager

7/3/18

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 7/3/18

Emergency #: 001