

**Emergency Justification Form**

**Requisition #: REQ18001398      Date: 7/2/18      Amount of Purchase: \$500.00      EMG: FY18/19-003**

**Department: PUBLIC SERVICES      Vendor: SAN MIGUEL SUPPLY**

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. **These are day to day unpredictable incidents that occur that need immediate attention toward health and safety issues.**
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): **Could result in additional litigation from employees or citizens if the incidents are not 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: **Repairs or corrections of this nature cannot wait for the normal process of procurement.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **San Miguel Supply and Napa Auto Parts are the only vendors to have items in stock and available at the time of purchase. We are rotating vendors occasionally.**

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      7/3/18  
Date

\_\_\_\_\_  
County Manager      7/3/18  
Date

Approved By: _____	FINANCE DEPARTMENT USE ONLY:
Finance Department	Date: <u>7/3/18</u>

Emergency #: 003