

Emergency Justification Form

Requisition #: REQ1900164

Date: 8/14/18

Amount of Purchase: \$79.00

EMG: FY18/19-017

Department: DWI

Vendor: WALMART

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. DWI staff was at a community event on August 4<sup>th</sup>, 2018. We were partnering with SM Sheriff's office. When the deputies tried to set up the canopy, they were unable to do so because the canopy was broken and inoperable. Temperatures that day were to reach 85 degrees and we needed protection from the sun. Since we were in Walmart parking lot, I went into the store to purchase one.
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): Risk of personnel being out in the sun from 9am – 2pm without protection in 85 degree weather.
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 did not know the canopy would be inoperable.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. The vendor was selected because of the location. However, I did call BTU, Romero's, Gambles and Hacienda as I was filling out this form to see what the cost would have been. The only ones that carry them is Romero's at a cost of \$84.99 and Gambles at a cost of \$109.

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

8/14/18  
Date

\_\_\_\_\_  
County Manager

8/14/18  
Date

Approved By: \_\_\_\_\_  
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 8/21/18

Emergency #: 017