

Emergency Justification Form

Requisition #: REQ1900687

Date: 12/19/18

Amount of Purchase: \$6,251.28

EMG: FY18/19-023

Department: PUBLIC SERVICE DEPT

Vendor: RUSH TRUCK CENTER

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 truck broke down due to normal wear and tear caused by heavy usage throughout the past years.**
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 the nature of the situation it was important to take the vehicle to the nearest and most qualified repair center in order to avoid leaving our employee stranded for possible failure of the vehicle leading to an accident.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **No future failure of this vehicle was foreseen. Vehicle showed no signs of malfunction.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Public Works has used this vendor in the past and they have proven to be reliable and cost efficient. Also, they were near the failure area.**

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

12/19/18

Date

County Manager

12/21/18

Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 12/21/18

Emergency #: 023