

Emergency Justification Form

Requisition #: REQ1900701

Date: 12/31/18

Amount of Purchase: \$30.35

EMG: FY18/19-025

Department: DETENTION CENTER

Vendor: BIG'O TIRES

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. **Utilization of vehicle (Explorer) was inoperable due to the imbalance of the tires. In order to provide safe driving abilities, it was important to get the wheels balanced before utilizing the vehicle again.**
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): **Safely utilizing a vehicle is important, unbalanced wheels is definitely something that needs prompt attention due to the intense shaking that is caused creating an unsafe driving experience.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Balance of wheels is critical and must be addressed immediately in order to provide a safe driving experience.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Vendor is reliable and knowledgeable of the facility and needs. Vendor is 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

12/31/18
Date

County Manager

1/7/19
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 1/7/19

Emergency #: 025