

Emergency Justification Form

Requisition #: REQ1900744 Date: 1/9/19 Amount of Purchase: \$31.63 EMG: FY18/19-028

Department: DETENTION CENTER Vendor: HIGH PRAIRIE WELDING

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. **Heavy duty screen needed as a replacement of window in booking area recreation room per Warden Elwell.**
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): **Non recreation to inmates can lead to lawsuits against the county; therefore it is important that the Recreation room be functional at all times.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Recreation room is a priority which again needs to be functional at all times in order to be in compliance.**
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 selected is local and was able to provide the product needed immediately.**

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 1/11/19
Date

County Manager 1/14/19
Date

Approved By: _____ FINANCE DEPARTMENT USE ONLY:
Finance Department Date: 1/15/19

Emergency #: 028