

Emergency Justification Form

Requisition #: REQ1900894

Date: 3/4/19

Amount of Purchase: \$500.00

EMG: FY18/19-038

Department: PUBLIC WORKS

Vendor: BTU

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. **Open Purchase Order is for the purchasing of emergency items on a day to day basis as they are needed.**
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): **The Public Works Department operates equipment and machinery on a daily basis. Public Works does a lot of field work that requires tools. Due to the high volume on daily basis it is important to have access to any tools needed specific to the job and/or maintenance supplies in order to fix any machinery and/or equipment.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **In the event something breaks or becomes inoperable and needs to be repaired immediately, the open purchase order allows us to purchase the required materials in order to repair it.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Local vendor has materials available when needed.**

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

3/5/19
Date

County Manager

3/6/19
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____	Date: <u>3/6/19</u>
Finance Department	
Emergency #: <u>038</u>	