

Emergency Justification Form

Requisition #: REQ1900901

Date: 3/4/19

Amount of Purchase: \$500.00

EMG: FY18/19-040

Department: SHERIFF'S OFFICE

Vendor: BTU BUILDING MATERIALS

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. **Purchases needed by the Sheriff's office in order to maintain effective working space with the limited amount we have in our office.**
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): **Small purchases of material supplies for office in order to run efficiently.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Through regular procurement process, three quotes will be needed and consistency is better for our office.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **BTU was chosen as we are alternating between local vendors.**

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

3/4/19
Date

County Manager

3/6/19
Date

Approved By: _____
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 3/6/19

Emergency #: 040