

Emergency Justification Form

Requisition #: REQ1900906

Date: 3/4/19

Amount of Purchase: \$500.00

EMG: FY18/19-041

Department: SHERIFF'S OFFICE

Vendor: SAN MIGUEL SUPPLY

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 deputies for their vehicles in order to operate appropriately and effectively on a daily basis.**
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): **If small purchases need to be made to vehicle such as wipers, anti-freeze, transmission fluid, or light bulbs for interior lighting are not purchased in a speedy manner, work is disrupted and safety becomes an issue.**
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, time is crucial for the deputies vehicles to in working order.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **San Miguel Supply 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

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

Emergency #: 041