

Emergency Justification Form

Requisition #: REQ1900976

Date: 3/18/19

Amount of Purchase: \$100.00

EMG: FY18/19-042

Department: INFORMATION TECHNOLOGY

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. **On the morning of March 13, 2019, the wind blew the Radio and its pole down on the third floor roof. The assessor's office needs this radio as it is for their phone and internet.**
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 assessor's office needs the phone system and computers running as to do their daily work.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **This issue was caused by wind and could not be anticipated or prepared for. This is an emergency and needs to be resolved as quickly as possible.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **As this is an emergency situation, staff called a local vendor who could respond quickly to process the purchase.**

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

3/18/19  
Date

\_\_\_\_\_  
County Manager

3/18/19  
Date

Approved By: \_\_\_\_\_  
Finance Department

FINANCE DEPARTMENT USE ONLY:

Date: 3/18/19

Emergency #: 042