

Emergency Justification Form

Requisition #: REQ1901442      Date: 6/20/19      Amount of Purchase: \$178.72      EMG: FY18/19-050

Department: DETENTION CENTER      Vendor: HIGHLANDS WRECKER

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. **The facility must be secured at all times and with the new remodel files were at risk by not being properly secured.**
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): **We are taking a chance of files being tampered with.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **We were made aware of the situation with the new remodel and took immediate action 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): **Highlands Wrecker was responsive to the facility and immediately corrected our issue.**

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

6/20/19

Date

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

6/21/19

Date

FINANCE DEPARTMENT USE ONLY:

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

Date: 6/26/19

Emergency #: 050