

Emergency Justification Form

Requisition #: REQ2200188

Date: 7/30/21

Amount of Purchase: \$185.00

EMG: FY2022016

Department: Detention Center

Vendor: A & B Laundry Equipment

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. **Washing machine unit inoperable. Normal wear and tear of machine.**
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): **Hygiene of inmate's clothing and essentials need to corrected in a timely manner to keep up with normal health and well-being of inmates.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Operable machine is essential for daily activities and cleanliness of facility and inmates.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Attempts were made to contact local vendor but were unsuccessful to correct problem in a timely manner.**

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

7/30/21

Date

County Manager

8/2/21

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/2/21

Emergency #: FY 2122-016