

Emergency Justification Form

Requisition #: REQ1800094 Date: 7/25/2017 Amount of Purchase: \$250.00 EMG: FY17/18-008

Department: DETENTION CENTER

Vendor: JCG PLUMBING

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. **Facility dishwashing compartment sprayer and nozzle assembly inoperable; cause of situation is normal wear and tear.**
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): **Dishes not being washed properly of which can pose a health risk.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Sprayer is essential to properly washing facility dishes.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor chosen is reliable and responsive to the facility.**

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

7/20/2017
Date

County Manager

7/26/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 7/26/2017

Emergency #: _____