

Emergency Justification Form

Requisition #: 2500170 Date: 6-20-24 Amount of Purchase: \$2197.59 FY 23-24

Department: Maintenance Vendor: Johnson Controls

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. The fire damper was not working properly
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 there were a fire the damper would not 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: closing of fiscal year was not able to make a PO
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable) Vendor was the the one that could address the issue the quickest

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:

[Signature]  
Elected Official/Department Supervisor

7-16-24  
Date

[Signature]  
County Manager

7/14/24  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: [Signature]  
Finance Department

Date: 7/18/24

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