

Emergency Justification Form

Requisition #: 2500250 Date: 7/19/24 Amount of Purchase: 88,849.⁰⁷ EMG: FY21-22
Department: 101 Vendor: Paul Davis

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. Flood due to fire
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): Mold
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Severe thunder storm
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Contractor was working next door, was able to respond the fastest

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

7-19-24
Date

[Signature]
County Manager

7/19/24
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: Katherine Sand
Finance Department

Date: 7/23/24

Emergency #: 05