

Emergency Justification Form

Requisition #: SO-33

Date: 8/15/2013

Amount: \$167.49

Department: Sheriff's Department

Vendor: A-1 Towing

EMG: FY1314-003

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.

Deputy Bernal was driving a 2008 Dodge Durango, G-72040, to the Sheriff's Department when it completely stopped working and left Deputy Bernal Stranded. Deputy Bernal had to call A-Towing so that the vehicle could be picked up and towed to the office

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):

Towing of the vehicle was necessary so that no other damage or vandalism would occur to the vehicle if it was left unattended on the side of the road.

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

The vehicle that Deputy Bernal was driving unexpectedly stopped working as he was on his way to the office.

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

When the vehicle became inoperable as Deputy Bernal was driving, he called NMSP Dispatch and requested a tow truck. A-Towing was called because they were the current towing company on rotation.

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:

_____/s/_____
Elected Official/Department Supervisor

Date _____

_____/s/_____
County Manager

Date _____

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 8/19/2013