

Emergency Justification Form

Requisition #: SW-9

Date: 8/28/2013

Amount: \$426.00

Department: Public Works

Vendor: Expert Auto Detailer EMG: FY1314-004

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.

Spray wash needed for Rociada Convenience Center due to human waste on station.

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):

Health and welfare of County employee

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

Needed immediately and only vendor that can go out to the site

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

Human waste needs to be cleaned up immediately to prevent any health issues. This vendor was able to take proper equipment to the site.

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: 8/28/2013