

## Emergency Justification Form

Requisition #: DC-54

Date: 9/12/13

Amount: 368.52

Department: Detention Center

Vendor: Marks Services

EMG: FY1314-007

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.

**Inoperable thermostat control in control room.**

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):

**Staff can become sick due to no heat in the early morning hours and too hot during the afternoon hours. Equipment can also be damaged due to overheating.**

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

**If the control system becomes overheated it will lead to further damage to equipment.**

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

**Mark McAdams is a reliable vendor and he responds rather immediately whenever he is needed.**

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: 9/19/2013