

## Emergency Justification Form

Requisition #: DC-53

Date: 9/12/13

Amount: \$350.67

Department: Detention Center

Vendor: Marks Services

EMG: FY1314-008

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.

**Kitchen freezer not cooling, deficiency caused by faulty timer.**

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):

**Food products stored in freezer need to be stored at 0 degrees or food items will become spoiled if proper temp is not maintained.**

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

**Freezer temperature was reaching 20degrees and rising. Food products need to be at 0degrees at all times.**

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

**Mark McAdams has been a reliable vendor to SMDC. He was able to correct and locate the deficiency and he responds 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:

\_\_\_\_\_/s/\_\_\_\_\_  
Elected Official/Department Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date

### FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 9/19/2013