

## Emergency Justification Form

Requisition #: VFD-33

Date: 9/25/13

Amount: \$1,056.92

Department: Gallinas VFD

Vendor: DAG Enterprises

EMG: FY1314-016

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.

**Chief Martinez noticed this to be a sever safety issue and possible could lead to a collision.**

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):

**Violent shaking on command unit after a call. Due to concern on driving further the chief took it drectlt to GAG who has done work through a contract.**

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 chief stated due to the safety or the operation of the vehicle and knowing he has a used this contract before he took the unit for the repairs on the weekend sincit it has been a busy season and the unit is needed for response.**

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

**Pibby back on an existing contract is a fair price as identified by the fire chief.**

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: 10/8/2013