

Emergency Justification Form

Requisition #: SW-035

Date: 10/29/13

Amount: \$467.30

Department: Public Works

Vendor: Jim's Tire Service

EMG: FY1314-021

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.

Replacement of a tire on the semi truck. Tire blew out on a trip to Colorado while picking up dumpsters.

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):

Truck would not be able to travel with blown tire, tire had to be replaced.

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

Unanticipated blown tire, unforeseen circumstances while traveling.

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

Vendor was the information provided to driver based on a search for a tire shop in Canyon City Texas. Emergency purchase of tire and service for the replacement.

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 10/29/13

_____/s/_____
County Manager

Date 10/29/13

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 10/30/2013