

Emergency Justification Form

Requisition #: DC-104

Date: 11/25/2013

Amount: \$13.00

Department: Detention

Vendor: Reim to Patrick Snedeker

EMG: FY1314-32

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.

The wiper blade on the vehicle became inoperable which can lead to unsafe driving in severe weather conditions.

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):

Not having a wiper blade on the vehicle during severe weather can lead to an accident which can cause injury/death.

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

While operating the vehicle, during rainy/snowy conditions, the wiper blade became inoperable, which forced me to stop at a vehicle maintenance shop and have one installed before continuing to use an unsafe vehicle.

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

The vendor was the nearest when the incident occurred.

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 11/25/13

_____/s/_____
County Manager

Date 11/26/2013

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 11/27/2013