

Emergency Justification Form

Requisition #: DC-157

Date: 4/8/2014

Amount: \$1,508.17

Department: DC

Vendor: JCG Plumbing/Heating

EMG: FY1314-56

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.

Circulating pump leaking water, cause is normal wear/tear.

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):

Circulating line not completing cycle. Hot water not circulating.

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

Hot water is essential for personal hygiene and for kitchen use.

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

Vendor was able to correct the deficiency the quickest and charges the least on labor charge.

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 4/10/2014

_____/s/_____
County Manager

Date 4/10/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 4/11/2014