

Emergency Justification Form

Requisition #: DC-154

Date: 4/9/2014

Amount: \$252.51

Department: DC

Vendor: Georges Appliance

EMG: FY1314-58

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.

Facility Washer became inoperable. Cause was normal wear and 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):

Facility clothing was unable to be laundered.

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

Facility linen needs to be laundered on a daily basis.

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

Vendor used is reliable and able to correct the deficiency immediately.

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 4/09/2014

_____/s/_____
County Manager

Date 4/10/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 4/11/2014