

Emergency Justification Form

Requisition #: FS-32

Date: 4/9/2014

Amount: \$16.07

Department: Fire

Vendor: Garcia's Tires

EMG: FY1314-59

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.

While leaving from picking up supplies for the trip to the Wildland Fire Summit in Taos, I noticed my tire was leaking and the closest location was Garcias Tires for an emergency repair as the tire would not go further.

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):

Should I have continued to use vehicle while tire was lot it would have ripped the tire further and cost about \$300 to replace.

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

This occurred while on the road on state road 283.

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

It was actually the closest repair site. The next site was more than two miles away the tire would have not survived.

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