

## Emergency Justification Form

Requisition #: DC-159

Date: 4/23/2014

Amount: \$259.69

Department: DC

Vendor: JCG Plumbing/Heating

EMG: FY1314-62

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.

**Water leak in wall between kitchen/laundry. 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):

**Significant amount of water on floors. Peeling paint and sever slip hazard.**

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

**Any water leak constitutes an emergency situation. Personnel can fall and slip.**

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

**County in the process of contracting with the vendor. They were one of two vendors that will be awarded contract through competitive procurement process. As to date the contract awaiting signatures.**

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 4/17/14

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date 4/22/2014

### FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 4/23/2014