

## Emergency Justification Form

Requisition #: PW-138

Date: 4/30/2014

Amount: \$500.00

Department: PW

Vendor: San Miguel Supply

EMG: FY1314-65

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.

**Need open purchase order for emergency purchases that may come up on a day to day basis.**

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):

**General safety and welfare of county employees and residents.**

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

**We do not determine when something will need to be replaced or fixed, and for this reason we have an open purchase order for emergency purchases and emergency situations.**

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

**Vendor is local and have supplies needed.**

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 4/30/14

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

Date 4/30/2014

### FINANCE DEPARTMENT USE ONLY:

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

Date: 4/30/2014