

Emergency Justification Form

Requisition #: AS-054

Date: 5/1/2014

Amount: \$430.84

Department: ASSR

Vendor: Power Ford

EMG: FY1314-66

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.

Vehicle was not running correctly and was taken to Albuquerque to get checked since under warranty. Found out that warranty did not cover the air flow sensor.

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):

If th air flow sensor is not replaced it could become a safety issue since the vehicle is lacking fuel pressure.

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

Was not aware that part was not covered under warranty/

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

Vehicles was already at Power Ford getting the vehicle checked since it was not running correct.

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 5/1/14

_____/s/_____
County Manager

Date 5/1/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/9/2014