

Emergency Justification Form

Requisition #: DC-169

Date: 5/6/14

Amount: \$9.99

Department: Detention

Vendor: Reimbursement to L Garcia

EMG: FY1314-68

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.

The head light on the 2008 Chevy Vn which is used for transports was inoperable. Normal wear and tear caused this.

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):

Without a headlight a possible vehicle accident can occur which can result in server damage to vehicle and/or persons within the vehicle.

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

It is unknown and cannot be determined when the life of a headlight bulb will expire. I went to autozone and the head lamps were more expensive than Orielly's.

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

Vendor was lower in cost.

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 5/6/14

_____/s/_____
County Manager

Date 5/13/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 5/14/2014