

## Emergency Justification Form

Requisition #: PW-155

Date: 5/27/14

Amount: \$2,500

Department: Road Dept

Vendor: Engineers Inc

EMG: FY1314-69

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.

**Flooding occurred in Sabinoso & San Rafael over the weekend and roads need to be assessed.**

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 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:

**Roads need to be repaired as soon as possible it is dangerous for county residents utilizing these roads.**

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

**Engineer's Inc. is on retainer for Engineering Services and can perform the assessment immediately.**

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 5/27/14

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

\_\_\_\_\_  
Date 5/27/2014

### FINANCE DEPARTMENT USE ONLY:

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

Date: 5/27/2014