

## Emergency Justification Form

Requisition #: DC-176

Date: 5/30/14

Amount: \$101.65

Department: Detention

Vendor: Security Source

EMG: FY1314-71

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.

**Master control camera not functioning properly. Cause of problem surge in facility.**

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):

**Loss of camera function is a security risk to both staff and inmates.**

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

**Cameras are crucial for safety reasons.**

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

**Security Source is the vendor that installed the camera system.**

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 5/30/14

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

\_\_\_\_\_  
Date 6/2/2014

### FINANCE DEPARTMENT USE ONLY:

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

Date: 6/3/2014