

## Emergency Justification Form

Requisition #: DC-28

Date: 9/23/2014

Amount: \$378.22

Department: Detention Center

Vendor: Highlands Wrecker

EMG: FY1415-016

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.

**While attending a training in Albuquerque, NM, the expedition which Major Padilla was traveling in became inoperable.**

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):

**The vehicle needed to be towed to Las Vegas, NM where it can be assessed and repaired.**

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

**There were no previous signs of malfunction with this vehicle at any time. The vehicle is maintenance regularly and there were no indications of transmission troubles.**

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

**Highlands Wrecker is a local business in Las Vegas which tows vehicles. There were no other known sources at the location in which the vehicle was broken.**

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 9/17/2014

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

\_\_\_\_\_  
Date 9/18/2014

### FINANCE DEPARTMENT USE ONLY:

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

Date: 9/23/2014