

Emergency Justification Form

Requisition #: VFD-35

Date: 10/2/2014

Amount: \$96.03

Department: Fire Department Vendor: Kenneth Arringdale

EMG: FY1415-020

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 costs were incurred as a result of the fuel card not working.

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 volunteer went to fill up the unit at the station. The card showed as invalid and the truck needed fuel to be able to respond to emergency calls. Without fuel San Miguel County risks liability for no fuel in apparatus to respond to incidents.

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

The need was not anticipated as no one knew the card would fail.

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

The fire department fuels up at this location as it is the closest station around. All others are more than fifteen miles round trip.

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 9/30/2014

_____/s/_____
County Manager

Date 10/1/2014

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 10/2/2014