

## Emergency Justification Form

Requisition #: DC-40

Date: 10/2/2014

Amount: \$372.00

Department: Detention Center Vendor: Preferred Door Company

EMG: FY1415-021

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 Entrance Sally Port door not opening or closing. Cause of situation is normal wear and tear.**

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):

**All doors in facility need to be operational at all times. Vehicles unable to enter the facility.**

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

**Sally Port door not operational and needed to be repaired as soon as possible.**

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

**Preferred Door Company is the original installer of the equipment and was able to respond and correct the deficiency 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 10/1/2014

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

\_\_\_\_\_  
Date 10/1/2014

### FINANCE DEPARTMENT USE ONLY:

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

Date: 10/2/2014