

Emergency Justification Form

Requisition #: DC-41

Date: 10/2/2014

Amount: \$75.00

Department: Detention Center Vendor: Geroge's Appliance Repair

EMG: FY1415-022

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.

Facility dryer became inoperable. Cause of situation was 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):

Facility laundering services must be fully operational at all times to keep inmates clothing and kitchen garments clean.

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

Facility dryers are critical equipment and need to be operational at all times.

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

George's Appliance Repair is a dependable vendor and responds to the facility 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