

Emergency Justification Form

Requisition #: DC-105

Date: 2/5/2015

Amount: \$500

Department: DC

Vendor: Hacienda

EMG: FY1415-044

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 wiper blade on the facility administrative vehicle became inoperable during a snow storm.

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):

Due to the wiper being inoperable during bad weather, may cause a lack of visibility for the person operating the vehicle and can cause an accident resulting in serious injury or death.

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

Because of the siper becoming faulty during bad weather it was important to have it replaced immediately. There was no way to anticipate the wiper becoming damaged.

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

Because we have worked closely with both auto part shops in Las Vegas, it is more common that Oriely's has the lower prices of the two.

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 2/5/2015

_____/s/_____
County Manager

Date 2/11/2015

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 2/11/2015