**Emergency Justification Form**

**Requisition #: <u>REQ17000207</u>   Date: <u>08/04/2016</u>        Amount of Purchase: <u>$500.00</u>        EMG: <u>FY16/17-015</u>**

**Department:   <u>DETENTION CENTER</u>            Vendor:   <u>BTU</u>**

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 0emergency situation.  **Open purchase order is for the purchasing of emergency items on a day to day basis as they are needed.**

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 detention center is a 24 hour facility.  In order to maintain safety within the facility for both inmates and staff we need to consistently maintain 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:  **In the event something breaks or becomes inoperable within the facility and needs to be repaired immediately due to the safety of the facility, the open purchase order allows us to purchase the required materials in order to repair it.**

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):  **Local vendor and has materials available when needed.**

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:

_____          08/04/2016
Elected Official/Department Supervisor                            Date

_____          08/08/2016
County Manager                                                          Date

| FINANCE DEPARTMENT USE ONLY: |
| --- |
| Approved By: _____          Date:  <u>08/09/2016</u><br>                        Finance Department |