

Emergency Justification Form

Requisition #: REQ17000181 Date: 08/15/2016 Amount of Purchase: \$187.65 EMG: FY16/17-017

Department: SHERIFF'S OFFICE Vendor: BIG O TIRES

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. **On July 25, 2016 (Monday) approximately 4:45pm Deputy was in route to his residence when his vehicle malfunctioned and turned off on him.**
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 vehicle would not start rendering it inoperable and had to be towed to Big O Tires in Las Vegas.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **El Valle Towing was in close proximity and towed vehicle to Big O Tires.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **The vehicle was towed to Big O Tires for repair. They determined it needed a mass airflow sensor. Attached is the estimate quoted by Big O Tires for labor and replacement of sensor airflow.**

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:

\_\_\_\_\_  
Elected Official/Department Supervisor

08/15/2016  
Date

\_\_\_\_\_  
County Manager

08/18/2016  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_  
Finance Department

Date: 08/22/2016