

Emergency Justification Form

Requisition #: REQ17001054 Date: 2/24/2017 Amount of Purchase: \$306.22 EMG: FY16/17-062

Department: MAINTENANCE Vendor: APIC SOLUTIONS INC.

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 Administration Building north door is not unlocking after the lunch schedule. The access cards will not unlock the door. Access to the building thru the north door is not available.**
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): **Interruption in the access to the building, possible fire, life and safety issues may occur.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Emergency issues happen without notice, systems and software malfunction without notice.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor was selected because they installed the system; they have the access codes needed to repair the system.**

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

2/24/2017
Date

County Manager

2/27/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 2/27/2017