Emergency Justification Form

Requisition #: <u>REQ17000130</u>   Date: <u>07/19/2016</u>   Amount of Purchase: <u>$100.00</u>   EMG: <u>FY16/17-009</u>

Department: <u>MAINTENANCE</u>   Vendor: <u>HIGHLANDS WRECKER SERVICES</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. **An open purchase order is needed for small daily emergency purchases that are required for minor maintenance and repair issues.**

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): **Minor maintenance issues will take longer to address in a timely manner and could result in becoming larger issues including property damage and safety related issues.**

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Some needs cannot be anticipated, emergency issues happen without notice, loss keys, entry locks that malfunction, etc.**

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor Selection is random, Highlands Wrecker has served the San Miguel County buildings and offices on a continued bases. This vendor is familiar with our existing locks, key codes and has a ready supply of parts available.**

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:

_____   <u>07/20/2016</u>
Elected Official/Department Supervisor   Date

_____   <u>07/22/2016</u>
County Manager   Date

FINANCE DEPARTMENT USE ONLY:
Approved By: _____   Date: <u>07/25/2016</u>   Finance Department