

Emergency Justification Form

Requisition #: REQ2000063 Date: 7/11/19 Amount of Purchase: \$1,000.00 EMG: FY19/20-007

Department: Fire 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. **The purpose of this requisition is to allow the 12 San Miguel County Volunteer Fire Departments to quickly purchase a tire in an emergency situation.**
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): **Having an open purchase order allows the 12 San Miguel County Volunteer Fire Departments the ability to quickly and efficiently obtain the tire needed without having the unit down for an extended period of time.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Often times, it is impossible to know when a tire will blow or need to be repaired.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **San Miguel County Fire Chief's Office will use vendors on a rotating basis.**

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 7/11/19
Date

County Manager 7/15/19
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>7/18/19</u>
Emergency #: <u>FY1920-007</u>	