

Emergency Justification Form

Requisition #: REQ20000281

Date: 8/27/19

Amount of Purchase: \$137.67

EMG: FY19/20-018

Department: Sheriff's Dept.

Vendor: Highlands Wrecker

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. **Vehicle Stopped running on I-25 MM 328 Southbound and would not start up again.**
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): **Need to immediately get patrol vehicle off the highway due to safety concerns.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **This emergency was not anticipated due to deputy out on patrol doing daily tasks in the San Miguel area.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor was next on rotation with the New Mexico State Police dispatch services that are provided to our office.**

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

8/27/19  
Date

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

8/28/19  
Date

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

FINANCE DEPARTMENT USE ONLY:

Date: 8/28/19

Emergency #: FY1920-018