

Emergency Justification Form

Requisition #: REQ1701411

Date: 5/18/2017

Amount of Purchase: \$300.00

EMG: FY16/17-077

Department: SHERIFF'S DEPARTMENT

Vendor: PROFESSIONAL AUTO PARTS

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. **Day to day unpredictable occurrences with vehicles in the Sheriffs' office that need to be corrected immediately for the safety of our deputies.**
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): **Could result in additional monetary maintenance if not repaired or corrected; also public safety.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Repairs or corrective action of this nature cannot wait for the normal procurement process.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Professional auto parts is a local auto store that has the supplies in stock and available for purchase with purchase order when needed.**

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

5/22/2017

Date

County Manager

5/24/2017

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 6/2/2017