

Emergency Justification Form

Requisition #: REQ1800095 Date: 7/28/2017 Amount of Purchase: \$800.00 EMG: FY17/18-009

Department: DETENTION CENTER Vendor: EGB ELECTRIC

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. **Facility light is operable. The cause of this situation is normal day to day wear & tear.**
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): **Inoperable lighting is a security risk. All lights must be at least at 100% operation capacity to prevent any accidents or breaches of security during the night.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **All lighting is essential to the facility and must be kept at all times.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Vendor selected is responsive and knowledgeable to the needs of the facility.**

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 7/20/2017
Date

County Manager 7/26/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____ Date: 7/27/2017
Finance Department

Emergency #: _____