

Emergency Justification Form

Requisition #: REQ1800142

Date: 8/3/2017

Amount of Purchase: \$300.00

EMG: FY17/18-011

Department: DETENTION CENTER

Vendor: JCG PLUMBING

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. Hot water heater spring shaft broke. Cause of situation is normal wear and 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): No hot water to the facility results in inmates being unable to shower, which can become a health issue due to sanitation purposes.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Hot water is essential to the facility and specific to daily living standards, used to maintain health, proper hygiene and cleanliness.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor chosen is very reliable 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

8/1/2017
Date

County Manager

8/3/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/3/2017

Emergency #: _____