

Emergency Justification Form

Requisition #: REQ1800402 Date: 10/2/2017 Amount of Purchase: \$500.00 EMG: FY17/18-039

Department: DETENTION CENTER Vendor: HACIENDA

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. **Open purchase order is for the purchasing of emergency items on a day to day basis as they are needed.**
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): **The Detention Center is a 24hour facility. In order to maintain safety within the facility for both inmates and staff, we need to consistently maintain the facility.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **In the event that something breaks/or becomes inoperable within the facility, the open purchase order allows us to purchase the required materials in order to repair it.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Local vendor and has materials available 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 10/3/2017
Date

County Manager 10/6/2017
Date

Approved By: _____	FINANCE DEPARTMENT USE ONLY:
Finance Department	Date: <u>10/11/2017</u>
Emergency #: <u>039</u>	