

Emergency Justification Form

Requisition #: REQ1800453 Date: 10/16/2017 Amount of Purchase: \$552.66 EMG: FY17/18-044

Department: PUBLIC SERVICES

Vendor: RUSH TRUCK CENTER

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. **Truck was not running properly, needed to be towed in for repairs.**
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): **This truck is used for hauling Solid Waste and is very critical to the Solid Waste Operation.**
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 correction of this nature cannot wait for the normal process of procurement; Rush Truck Center is the only vendor to service Peter Built Trucks.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Rush Truck Center is the only vendor to service Peter Built Trucks and can get it done immediately.**

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

10/16/2017
Date

County Manager

10/18/2017
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 10/19/2017

Emergency #: 044