

Emergency Justification Form

Requisition #: REQ1801013

Date: 3/6/18

Amount of Purchase: \$66.07

EMG: FY17/18-089

Department: FIRE DEPT.

Vendor: JJ'S FIRE EXTINGUISHERS

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. **The purpose of this requisition is to have a fire extinguisher within the Sapello Rociada VFD serviced immediately as this fire extinguisher was used on a fire scene.**
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 fire extinguisher is an important part of the equipment on a fire truck within the Sapello Rociada VFD. Refilling of this extinguisher is important as it is unknown when the extinguisher will be needed on a fire scene.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **As previously stated, the fire extinguisher was used on a fire scene and needed to be maintained as soon as possible in order to be ready for the next incident where use may be necessary.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **JJ's Fire Extinguishers is a local business able and willing to provide the necessary services 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

3/6/18  
Date

\_\_\_\_\_  
County Manager

3/9/18  
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____	Date: <u>3/12/18</u>
Finance Department	
Emergency #: <u>089</u>	