

Emergency Justification Form

Requisition #: REQ1801199

Date: 5/3/18

Amount of Purchase: \$163.36

EMG: FY17/18-101

Department: FIRE DEPT

Vendor: LEO'S GLASS

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 fix a broken window at the Trementina Fire Department. After two Fire Departments responded to a call, one VFD noticed a broken window at the Trementina Fire Department**
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): **Building is no longer secure and can have additional theft to the Fire Department.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Can't anticipate when a break in can occur to the Fire Department.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Leo's Glass 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

5/3/18
Date

County Manager

5/3/18
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 5/4/18

Emergency #: 0101