

Emergency Justification Form

Requisition #: REQ1801325

Date: 6/1/18

Amount of Purchase: \$500.00

EMG: FY17/18-109

Department: DETENTION CENTER

Vendor: BTU

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 is for the purchasing of items on a day to day basis as 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 24hr facility. In order maintain safety within the facility for both the 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 and needs to be repaired immediately due to the safety and security of the facility, the open purchase order allows us to purchase the 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): Vendor selection is random. **Local vendors have materials 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

6/6/18

Date

County Manager

6/4/18

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 6/7/18

Emergency #: 109