

Emergency Justification Form

Requisition #: REQ1900258

Date: 8/27/18

Amount of Purchase: \$216.79

EMG: FY18/19-020

Department: DETENTION CENTER

Vendor: HIGHLANDS WRECKER SERVICES

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. **Deadbolt needed to help keep medications locked and in a safe designated area.**
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): **Medications need to be locked at all times due to safety reasons on all employees and inmates.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Services of this nature cannot wait for normal procurement process.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): Vendor selection is random. **Vendor is responsive to the needs of the facility 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

8/27/18

Date

County Manager

8/28/18

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/28/18

Emergency #: 020