

Emergency Justification Form

Requisition #: REQ1901158

Date: 5/1/19

Amount of Purchase: \$500.00

EMG: FY18/19-046

Department: Public Works

Vendor: BTU Building Material

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 order is for the purchasing of emergency items on a day to day basis as they are 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 Public Works Department operates equipment and machinery on a daily basis. Public Works does a lot of field work that requires tools. Due to the high volume of usage on a daily basis it is important to have access to any tools needed specific to the job and/or maintenance supplies in order to fix any machinery and/or equipment.**
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 something breaks or becomes inoperable and needs to be repaired immediately the open purchase order allows us to purchase the required 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): **Local vendor and has materials available when needed. BTU provides repair services to beautification equipment as needed. In general there are specific parts and materials that can be purchased at BTU that are not sold at any other hardware stores located in Las Vegas, NM.**

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

5/1/19  
Date

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

5/6/19  
Date

FINANCE DEPARTMENT USE ONLY:	
Approved By: _____ Finance Department	Date: <u>5/7/19</u>
Emergency #: <u>046</u>	