

Emergency Justification Form

Requisition #: REQ1800538 Date: 11/14/2017 Amount of Purchase: \$300.00 EMG: FY17/18-052

Department: SHERIFF'S OFFICE

Vendor: BTU HOME CENTERS

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. **Wiring is needed for computers to be installed by IT in the building of the Sheriff's office.**
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): **In order for the building to progress, wiring needs to be completed in a timely manner so that the third party workers can continue to work on other projects needed in the building.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **Small purchases that may be needed in order to properly wire the new building and bring it up to code within the months for occupancy for our employees.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **This vendor was selected for inventory that is on hand and accessibility of items 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

11/15/2017  
Date

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

11/15/2017  
Date

|                    |                              |
|--------------------|------------------------------|
| Approved By: _____ | FINANCE DEPARTMENT USE ONLY: |
| Finance Department | Date: <u>11/15/2017</u>      |

Emergency #: 052