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Village of Ruidoso

Emergency Determination Form

This form **MUST** be completed for ALL Emergency Purchases and reviewed by the Procurement Manager prior to obtaining authorized signatures. The Purchase **MUST BE** an EMERGENCY as defined in Chapter IV. of the Purchasing Procurement Procedure Manual which defined herein:

“An emergency purchase is permissible when there is an existing condition which creates a threat to public health, welfare or safety or property such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and include the planning and preparing for an emergency response”.

The existence of the emergency condition creates an immediate and serious need for services, construction, or items of tangible property that cannot be met through normal procurement methods and the lack of which would seriously threaten the functioning of government; the preservation or protection of property; or the health or safety of any person.”

The central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. Emergency procurements shall not include the purchase of heavy road equipment. The determination shall be in writing and included in the procurement file. (§13-1-127 NMSA 1978)

Any emergency purchase made without this executed determination is **UNAUTHORIZED**.

Contractor:		
Contractor Address:		
Contract Amount:		
Item/Service:		
REASON FOR EMERGENCY PURCHASE		
Requested By:		Date:
APPROVALS		
Procurement Manger:		Date:
Finance Director:		Date:
Village Manager:		Date: