



Central Consolidated School District

Administration Complex
PO Box 1199, Shiprock, NM 87420
US Hwy 64 Old High School Rd

Business Office · 505-598-5834/598-9684 · Fax 598-6626
Personnel · 505-598-1018/368-4963 · Fax 598-1019
Administration · 505-368-4984 · Fax 505-368-5232

EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Department or School: Shiprock Administrative Office

Contact Person: Terrian Benn

Telephone Number: 505-368-4984

Fax Number: 505-368-5232

Email Address: bennt@centralschools.org

II. Name of Prospective Contractor: Little Caesars

Address of Contractor:

City, State, ZIP Code: Shiprock, NM 87420

Telephone No.:

Fax Number:

Amount of prospective contract: \$ 48.83

Term of prospective contract:

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Due to a major gas leak in the NE Housing area behind Mesa Elem school the students evacuated the school + its property. Students + Staff were bussed to Shiprock High School. There were some students + staff who were still wanting to be picked up or allowed to return to their homes home after 5:00 pm.

IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. (Describe how you procured the services.)

Students + staff were in need of dinner + refreshments as they have been waiting for family for about 6 hrs.

CERTIFIED BY:

Terrian Benn
Requestor

12/3/18
Date

DEPARTMENT OR SCHOOL APPROVAL

Principal or Site Administrator

Date

CHIEF PROCUREMENT OFFICER APPROVAL

Chris Web
Chief Procurement Officer Signature

12-6-2018
Date

DISTRICT SUPERINTENDENT APPROVAL

Terrian Benn
Superintendent of Schools Signature

12/3/18
Date

Little Caesars

Store ID 01838-00004
Phone

Order #811502

TERRI BEN

Fri, Nov 9, 2018 05:12pm

Your Cashier Today is Allison M.

SALE

Item	Price
HNR Pepperoni	\$5.00
HNR Pepperoni	\$5.00
HNR Cheese	\$5.00
Ultimate Supreme	\$11.00
Ultimate Supreme	\$11.00
2 L Bev	\$2.69
2 L Bev	\$2.69
2 L Bev	\$2.69
Item Count	8
Taxable Total	\$45.07

Sales Tax \$2.98
Total \$48.83



Account: VISA*****0924

Cardholder: TERRIAN BENN

Result: CAPTURED

Authorization Code: 023088

Approved Amount: 48.83

CVM: Signature

Sequence #001-6451-0