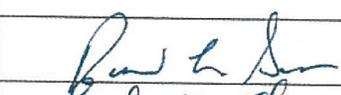
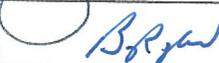


## Village of Ruidoso FY 17-18 PURCHASE MEMORANDUM

This form **MUST** be completed for **ALL** Purchases made by any department prior to the FY 17-18 Budget being approved by the New Mexico Department of Finance. The Purchase **MUST BE** either an **EMERGENCY OR URGENT PURCHASE** as defined in 13-1-127 & 13-1-128 of the New Mexico State Statues and also in Chapter V of the Village of Ruidoso's Procurement policies.

*"An emergency purchase is only permissible when there is an existing condition which creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failures or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for procurement of items or services or construction 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."* (§13-1-127, NMSA 1978)

This memorandum must be completed in its entirety, and then delivered to the Village Manager. **UNTIL THESE STEPS ARE FOLLOWED, any purchase made is UNAUTHORIZED.**

|   |   |                        |
|---|---|------------------------|
| Item to be purchased  | <i>Contractual service for excavating water leak</i>                                |                        |
| Approximate Cost:   | <i>J&amp;E Johnson</i>  |                        |
| Line Item Code:   | <i>502-220-52045</i>  |                        |
| REASON FOR EMERGENCY PURCHASE:  |   |                        |
| <i>12" main water leak, unknown depth might need extra equipment to reach depth needed to repair. Water line services <del>about</del> several populated areas including several businesses. Ruidoso has a high influx of TX visitors due to Spring Break</i> |   |                        |
| Department Director Signature:  |  | <i>3-16-2018</i>       |
| <b>AUTHORIZED SIGNATURES</b>  |   |                        |
|    | Village Manager   | Date: <i>3-16-2018</i> |
|    | Finance Manager   | Date: <i>03/16/18</i>  |
|    | Purchasing Agent  | Date: <i>3-6-18</i>    |