

**CITY OF DELTONA**  
**Emergency Purchase Order Memo**  
**EMERGENCY PURCHASE EXPLANATION**

MATERIAL OR SERVICES PURCHASED (GENERAL DESCRIPTION):

Had Danus Utilities repair 36" water main  
that is leaking at the MI adapter

NATURE OF EMERGENCY AFFECTING SAFETY, HEALTH OR WELFARE OF THE PUBLIC.  
BE CONCISE BUT DESCRIBE THE EMERGENCY COMPLETELY:

Had to shut plant down do to leak which  
created a dead in water system if water main  
was to break during this time would had to shut  
over 700 homes water off

VENDOR: Danus Utilities

TOTAL ACTUAL COST OF EMERGENCY PURCHASE: \$ 42,385.00

PREPARED BY: (NAME) Jeff Elder

DEPARTMENT/DIVISION: Water 361

DATE PREPARED: 3 28 24


ATTACH INVOICE, PAYMENT VOUCHER AND ANY OTHER SUPPORTING  
DOCUMENTATION AND FORWARD TO PURCHASING FOR REVIEW, APPROVAL AND  
PROCESSING FOR PAYMENT.

EPO# \_\_\_\_\_ ASSIGNED BY: \_\_\_\_\_

ON (DATE): \_\_\_\_\_

**APPROVALS:**

DEPARTMENT HEAD APPROVAL:

 4/19/24  
Date and Time

FINANCE DIRECTOR APPROVAL:

\_\_\_\_\_  
Date and Time

CITY MANAGER APPROVAL:

\_\_\_\_\_  
Date and Time

COMMISSION NOTIFIED: note names/date/time