



Procurement Critical Assessment Expense Justification

For General Operating Funds (funds beginning with M, THS and TS)

Requisition #: _____
Purchase Order Amendment #: _____

| | |
|------------------------------|----------------------|
| Department/Unit _____ | Phone # _____ |
| Contact Person _____ | \$ _____ |

Request Exceeds \$5,000

- Equipment/Commodity
- Service
- Computers/Software
- Other _____

Request Exceeds \$1,000

- Consultant/Guest Speaker
- Food Purchases

All Requests

- Travel Expenses

The questions on this form must be fully completed to support the procurement of the product and/or services requested. A complete, sound justification is required to support the operational/critical needs of the expense.

Why is the product or service being requested?

What is the operational or critical need that justifies the expense?

Approvals:

Requesting Department _____
Print Name Signature Date

Program Center/College _____
Print Name Signature Date

Division/VP _____
Print Name Signature Date

Please send completed form to Procurement & Contract Services – Campus Zip 6008