



Requisition Number: _____

JUSTIFICATION FOR PURCHASE with FEDERAL FUNDS

Vendor selected and product(s) requested:

Price quotes (3) and vendor name (attached quotes):

\$		
\$		
\$		

Reasonable and necessary:

- Is this cost reasonable and consistent with prudent business practice and comparable to current market value?
- Is this cost necessary to accomplish the objectives of the project?

Rationale for choosing vendor, provide at least two reasons and how it benefits the program:

Signature of Requestor

Date

Signature of Grant Program Manager

Date

Grants Approval/Date/# of Pages

Purchasing Approval/Date/# of Pages