**Justification for Requisitions over $25,000**

Senior Leadership has established measures to ensure all purchases over $25K contain favorable pricing. These requisitions will be reviewed prior to being submitted to request a purchase order. Please provide answers to the following questions.

**Vendor:**

Click or tap here to enter text.

**Amount:**

Click or tap here to enter text.

**Work order number and description**

Click or tap here to enter text.

**Description of work to be done by the vendor, include location details (if for service):**

Click or tap here to enter text.

**Why work cannot be performed in-house:**

Click or tap here to enter text.

 **If for material only, describe material being ordered and uses**

Click or tap here to enter text.

**Was this bid? If not why?**

Click or tap here to enter text.

**Does the purchase contain favorable terms and pricing? Explain**

Click or tap here to enter text.

**Is the service and/or material being purchased directly from the provider/manufacturer or from a distributor?**

Click or tap here to enter text.

**If through a distributor, is it possible to purchase directly from the manufacturer? (Typically when purchasing direct, there can be a significant cost savings.)**

Click or tap here to enter text.

 **Why is this work critical to be done now? What are the consequences of deferring this purchase?**

Click or tap here to enter text.

**Identify Funding source and category**

Click or tap here to enter text.