

LETTER TEMPLATE (PURCHASES)

(date)

MEMORANDUM

TO: Debbie Abell
Director of Procurement Services

FROM: _____

SUBJECT: Letter of Justification for Purchase over \$100,000

The attached purchase requisition is for _____, which will be used to _____.

Funds are available for this request from Budget Purpose # _____, _____ (Budget Purpose Description), which is a/an _____ (type of account).

(Sample Letter)