

SAMPLE LETTER (FROM GRANT FUNDS)

(date)

MEMORANDUM

TO: Debbie Abell
Director of Procurement Services

FROM: _____

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

The attached requisition is for the purchase of lab equipment for the department of Chemistry and Biochemistry.

This requisition is to purchase a fluorescence detector and liquid chromatograph with miscellaneous accessories, which will be used by a new faculty member in their research regarding the development of analytical methods for detecting pesticides in various environmental media.

The funds are available on Budget Purpose #123456, provided by the Illinois Department of Commerce and Community Affairs, and are non-appropriated funds.

Your consideration would be appreciated.