

SAMPLE LETTER (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 the purchase of computer software and hardware components necessary to implement a computer-based backup facility to store critical computer data and programs. The purpose of the backup unit(s) is to provide a back-up recovery capability for computer systems located in the campus central computing facility. This backup facility will be used to rebuild critical computer systems should a building disaster occur which causes one or more computers located in the campus central computing facility to become inoperative.

Funds are available for this requisition from Budget Purpose #272000, which is a state-appropriated account.

Approval of this purchase would be appreciated.