

SAMPLE LETTER (MULTI ACCOUNTS)

(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.

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 from three accounts: Budget Purpose #123456, will provide funding for approximately 83% and is a state funded account; Budget Purpose #123456, will fund approximately 15% and is a non-appropriated account; while Budget Purpose #123456, with funds provided by the Department of Natural Resources is a non-appropriated account, and will fund the balance.

Your approval will be appreciated.