



**Justification for Purchases After Year-End Deadline**

Department: \_\_\_\_\_

Requisition #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Index/Account #: \_\_\_\_\_

Dollar Amount: \$ \_\_\_\_\_

Justification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will product arrive prior to 06/30/\_\_\_\_\_(current year)?      \_\_\_\_Yes      \_\_\_\_No

\_\_\_\_\_  
Budget Administrator (*Please print name*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Administrator (*Signature*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Finance and Accounting (*Signature*)

\_\_\_\_\_  
Date