|  |  |  |
| --- | --- | --- |
| **Department** | | |
| **Date** | 2/19/2024 |
| **Department** | Purchasing |
| **Contact/End User** | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. |
| **Telephone** | Click or tap here to enter text. |
| **Location** | Click or tap here to enter text. |
| Product/Service | | |
| **Description** | | |
| Click or tap here to enter text. | | |
| **Single Source or Sole Source?** | | |
| Select One | | |
| **Preferred Vendor?** | | |
| Click or tap here to enter text. | | |
| **Will the item be purchased again during the current fiscal year?** | | |
| Select One | | |
| Justification Statement | | |
| **Business Purpose** | | |
| Click or tap here to enter text. | | |

Sincerely,

Click or tap here to enter text.

Title: Click or tap here to enter text.