

Over-Budget Purchase Justification Form

Purpose:

This form must be completed when a department requests a purchase that exceeds its current budget allocation. The information provided will be used to evaluate the necessity, urgency, and impact of the request before approval is considered. A Purchase Requisition with backup documentation needs to be submitted with this form.

Section 1: Request Information

Department: _____

Requestor's Name: _____

Date of Request: _____

Proposed Vendor: _____

Total Cost of Purchase: \$ _____

Is this Purchase Time-Sensitive?

Yes No

If yes, explain: _____

Section 2: Description of Purchase

Describe the item(s) or services(S) being requested:

Section 3: Justification for Over-Budget Request:

Explain why this purchase is necessary despite the department being over budget:

Describe the operational impact if this purchase is not approved:

Is this purchase essential to daily operations?

Yes No

If yes, explain: _____

Section 4: Decision

This section is to be completed by the Area Vice President and the Chief Financial Officer

Is this purchase approved?

Yes No

Reason Given:

Signature:

Area Vice President

Date

Vice President of Finance & Administration

Date

Chief Financial Officer/Chief Purchasing Officer

Dr. Mark Manchin

Date

President