

To: Rhonda Loger  
Rm 104- 432 North Lake Street  
262-0164

LETTER OF JUSTIFICATION TO CARRY OVER PRIOR YEAR REQUISITION

Purchase Order # \_\_\_\_\_

Dept. \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Contact Person:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

JUSTIFICATION: (check appropriate line)

\_\_\_\_ Purchasing has been contacted to trace for materials

\_\_\_\_ Accounts Payable has been contacted to trace for invoice

\_\_\_\_ Material on back order - still needed

\_\_\_\_ Materials received - invoice in process

\_\_\_\_ Return Merchandise Authorization (RMA) pending

\_\_\_\_ Item ordered being tested before payment approval

\_\_\_\_ Services/work not completed (eg: internal requisitions for remodeling)

\_\_\_\_ Other (please explain)