



Purchasing Department  
**Confirming Requisition Justification Form**

Date: \_\_\_\_\_

To: \_\_\_\_\_, Purchasing Manager

From: \_\_\_\_\_  
*Name Title Dept./School Name*

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

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

Amount: \_\_\_\_\_

Project Title/Description:

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Board Policy and State Board Rule prohibit Confirming purchases. Please submit justification for this Confirming Order and an action plan to prevent future situations:

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Administrator Name (Printed) \_\_\_\_\_ Title: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_