

Date: _____

From: Name

_____ Division
Phone Number/Email

RE: Rationale for Late Extension / Approval of Purchase Requisition

Vendor Name: _____

Quote Number: _____

(IMPORTANT: Do not create PR until Vice Chancellor of Business Services has approved this request via adobe-sign. Once approval has been received, the department can then enter the purchase requisition into Colleague).

Please provide a very detailed description of the who, what, when (timeline/relevant dates if applicable e.g. emergency repair, FMR review) and most importantly, **why** this item is being presented as a request for approval past the deadline. Please include supporting narrative about any potential impact to the program/content area if this item(s) is not purchased and funded in the 2025/26 fiscal year. If this item(s) is categorically funded, please include the “**Encumbered by Date**” for your specific funding/project.

This statement must be included and verified with the vendor prior to this submission:

Vendor has verified that items to be ordered will be received by **June 30, 2026**, however, due to availability at the time the vendor receives the PO, orders may not arrive prior to June 30th. I understand that if this occurs, the order will be cancelled and a new PR will need to be initiated in late **June 2026** to be charged against the next fiscal year, 2025/26 funding.

Supporting Documents to Accompany this Memo:

- Please format this memo to include the signatures of:
 - 1) Your Dean/immediate administrator,
 - 2) Your respective Vice President,
 - 3) President and
 - 4) Vice Chancellor Ingram.
- Quote/estimate(s) with an expiration date of not less than 30 days from when submitted to Purchasing Services is included

Purchasing criteria to include and complete, if applicable:

- If this is software or technology, has a VPAT been completed with ITS? If so, please indicate above.
- Is an FMR required for this purchase? If yes, has the FMR been approved? If so, please indicate these details above.

- Does this purchase require multiple quotes per the Purchasing thresholds? If so, please be sure to include all applicable quotes as part of this packet.
- Have you checked the correct object code and GL account have been used for this item (e.g. 4310 versus 6410)?