

**Justification for Purchases After Year-End Deadline**

Department: Requisition #:

Vendor Name: Index/Account #:

Dollar Amount: $

Justification:

Will product arrive prior to 06/30/ (current year)?

Yes

No

Budget Administrator *(Please print name)* Date

Budget Administrator *(Signature) Date*

Director, Finance and Accounting *(Signature) Date*

BO-017 Rev. 7/2018

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