

## JUSTIFICATION FOR PURCHASING OUTSIDE THE INFORMATION TECHNOLOGY STATEWIDE CONTRACT

For use on all Information Technology (IT) contracts. Attach to Std. 65, Std. 66 or Std. 213, as applicable.

This justification document consists of two (2) pages. All information must be provided and all questions must be answered. The "Required Approvals" section must include a date for each signature, as appropriate for the transaction.

### Requesting Department Information

**Department:**

(\*Includes Boards, Commissions, and Associations)

**Department PAC:**

(Type names. Do not sign. Must be same as signature below.)

**Department CIO (IT Purchases Only):**

(Type names. Do not sign. Must be same as signature below.)

**Institution (if applicable):**

### Department Contact Information

**Contact Name:**

**Street Address:**

**Telephone:**

( )

**FAX:**

( )

**E-Mail:**

**Mailing Address:**

### Required Contract Information

**Applicable Contract and Identifying Information:**

**Estimated Purchase Order Amount:**

\$

**Provide a brief description of the acquisition, including all goods and/or services the contractor will provide:**

### Required Approvals

**Department PAC**

Approved     Denied

\_\_\_\_\_  
PAC/Date

**Department CIO**

Approved     Denied

\_\_\_\_\_  
CIO/Date

**DGS-PD**

Approved     Denied

\_\_\_\_\_  
Contract Administrator/Date

For DGS Use Only

Tracking #

