
YORK COLLEGE INTEROFFICE MEMORANDUM

TO: Click here to enter Purchasing Director's Name, Title & Purchasing Agent's Name, Title
FROM: Click here to enter Your Name, Title & Department
SUBJECT: BUSINESS PURPOSE MEMO
DATE:
CC: Click here to enter Your Supervisor's Name, Title & Department

Requisition Number:

Business Unit: Choose One

Requisition Name:

Amount:

1. Detail the need and nature of this request:

2. How does(do) the item(s) from this requisition benefit your department and/or college as a whole?

3. Why was this vendor selected over the others?

4. Were the other vendors solicited? Yes No

If yes, please submit all quotes received.

If no, is the vendor selected the only vendor that can provide good/services?

Yes No

5. Please attached a valid quote.