



Check Request Justification/Purchasing Evaluation-

Have the goods been received or services completed (please explain and include dates)? -

A "Check Request" should only be used for non-recurring purchases when a purchase order will not be accepted by a vendor. A purchase order is the official method for doing business for state agencies and universities; check requests are only to be used in extraordinary circumstances. Improper procurement practices will not be tolerated and may result in personal financial responsibility.

A justification is required to explain why a check request is being used instead of the requisition process. Please also provide information so that the purchasing team can make an evaluation to determine if appropriate purchasing procedures were followed. Please attach additional sheets if needed.

Please indicate measures that will be taken, in the future, to avoid using a check request which could include using a Procurement Card. Note that check requests should only be used in "extraordinary circumstances" and the use of check request could result in personal financial responsibility for the items purchased.

Department Contact: _____ Date _____