



**Administrative
Manual
DETAIL PROCEDURE**

SECTION

Procurement

SUBJECT

PURCHASE JUSTIFICATION DETAIL

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE		PURCHASE JUSTIFICATION DETAIL	
INSTRUCTIONS 1. Print legibly in ink. 2. Complete this form in conjunction with a PURCHASE REQUISITION when ordering any of the following: • Purchase or lease of reproduction and printing equipment regardless of cost (excluding mimeograph and spirit duplicators). • Purchase of accessories for reproduction and printing equipment regardless of cost.		• Maintenance or service contracts for reproduction and printing equipment. • Supplies, materials, equipment (other than reproduction and printing) costing \$500.00 or more when funds for the expenditure are not specifically provided in the budget appropriation. 3. Submit completed form and the PURCHASE REQUISITION to the Bureau of Purchases.	
AGENCY	BUDGET ACCOUNT NUMBER	REQUISITION CONTROL NUMBER	DATE SUBMITTED
EQUIPMENT LOCATION <small>(STATE COMPLETE ADDRESS & ROOM NO. IF APPLICABLE)</small>	BUREAU		
JUSTIFICATION SUBMITTED FOR	<input type="checkbox"/> PURCHASE / <input type="checkbox"/> LEASE / <input type="checkbox"/> SERVICE CONTRACT		
SUPPLIES, MATERIALS OR EQUIPMENT DESCRIPTION <small>(SPECIFY ALL ACCESSORIES OR EXTRA SERVICES LISTED ON PURCHASE REQUISITION)</small>			
SERVICE CONTRACT DESCRIPTION <small>(SPECIFY ALL EQUIPMENT TO BE COVERED, INDICATE TYPE, MANUFACTURER, MODEL NUMBER, DATE OF ACQUISITION, & ESTIMATED COST)</small>			
JUSTIFICATION			
SUBMITTED BY	TYPED NAME & TITLE	SIGNATURE	

Form Number: 28-1408-5127 Order Unit : Specify "Each"
 Type : Single Sheets Quantity of Forms
 Size : 8 1/2" x 11" per Order Unit : 1 Sheet

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1-1] specifying Warehouse Division 01, and citing the above information.

DATE 2/18/76