

APPENDIX F TO POLICY MEMORANDUM 122(R)
WRITTEN JUSTIFICATION TO CAO
PROFESSIONAL SERVICES AGREEMENT FOR \$15,000 OR LESS

From: _____ (Head of the User Entity)

To: Chief Administrative Officer

Date: _____

As per CAO Policy Memorandum 122(R), this Department is submitting the following:

Name of Vendor: _____

Brief Description of needed services: _____

Term of contract: _____

Amount of contract: _____

Signature: _____

Print Name: _____