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**YORK COLLEGE INTEROFFICE MEMORANDUM**

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**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

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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.