

JUSTIFICATION LETTER

SALUTATION		
To:	Note: If purchase is <\$10,000, address to the Territorial Director of Procurement. If the purchase is ≥ \$10,000 to \$250,000, address to the Commissioner of Education (COE). If purchase is ≥ \$250,000, please utilize the Department of Property and Procurement's justification letter template.	
From:		
REQUISITION DETAILS		
Grant/Program Name:	Requester:	
Director:	Phone/Ext: Date Submitted:	
Tyler MUNIS Attributes	Email:	
Org/Obj/Proj Codes: Org/Obj/Proj Codes: Org/Obj/Proj Codes: Requested Amount: \$	Describe the need for a Justification Letter: Purchase is <\$10,000, but lowest bidder was not selected Purchase is >\$10,000 Purchase is through a sole source Other:	
VENDOR DETAILS		
This requisition is for Goods. Complete and select one winning bid: Vendor 1: Bid Amount: Vendor 2: Bid Amount: Vendor 3: Bid Amount: Winning bid's valid until date:	This requisition is for Services. Complete and select one winning bid: Vendor 1: Bid Amount: Vendor 2: Bid Amount: Vendor 3: Bid Amount: Winning bid's Service Period:	
ATTACHMENTS		
This requisition is for Good. Fixed Asset Form Sole source documentation, if applicable Vendor quote(s) Consolidated Grant Budget Debarment/Exclusion/SAM's Other:	This requisition is for Services. Consolidated Grant Budget Solicitation (bid) request. Sole source documentation, if applicable Professional Services Agreement/Contract Vendor quote(s) Professional Service Form Debarment/Exclusion form Other:	
JUSTIFICATION NARRATIVE		
<i>Justify how the activity and the use of fund(s) will support the realization of program goal(s) or objective(s) and ultimately improve educator practices and/or student achievement. Goods and Services must be described with pertinent details and must match the quote and/or Scope of Work (SOW) submitted by the vendor. Explain justification for selected vendor. The justification should not exceed 500 words.</i>		
STATUTORY AUTHORITY DECLARATION		
<i>For purchases < \$250,000: Justification for this purchase is sanctioned by Title 17 of the Virgin Islands Code, Chapter 5, Section 60(d).</i> <i>For purchases ≥ \$250,000: Justification for this purchase is sanctioned by Title 31, Section 236 of the Virgin Islands Code.</i> <i>For purchase ≥ \$250,000: Justification for this purchase is sanctioned by Title 31, Section 239, Subsection (a) () of the Virgin Islands Code.</i>		
SIGNATORIES		
Federally Funded	Purchase is <\$10,000	Purchase is > \$10,000
_____ Federal Grants Manager Date Approved Disapproved	_____ Terr. Dir. Of Procurement Date Approved Disapproved	_____ Terr. Dir. Of Procurement Date Approved Disapproved
		_____ Commissioner of Education Date Approved Disapproved