

NAME:

TITLE:

REQUESTING DEPARTMENT:

PROPOSED PRICE:

(must be \$19,999 or less; for purchases of \$20,000 or more use one of the forms at towson.edu/budgetoffice)

DESCRIPTION OF PURCHASE:

PLEASE EXPLAIN WHY THE PURCHASE IS CONSIDERED ESSENTIAL:

PLEASE INDICATE IF OTHER ALTERNATIVES HAVE BEEN EXPLORED: (e.g., in-house solution, delaying purchase, lower priced item)