

JUSTIFICATION FOR EQUIPMENT/SERVICE CONTRACT PURCHASES

Effective December 6, 2021, Executive Branch agencies, *excluding* elected officials, the Iowa Department of Transportation (DOT) and the state Board of Regents, are no longer required to complete this justification form for purchases of equipment or service contracts entered into which cost between **\$25,000 and \$99,999**; they only need to **notify** their agency's Department of Management Budget Analyst. However, this justification form must be completed for all purchases of equipment or service contracts which cost **\$100,000 or more**. This applies to general, federal, and other funded purchases/service contracts.

Equipment includes purchases classified in object code 501 (equipment), 502 (office equipment), 503 (equipment, non-inventory). Examples of equipment include, *but are not limited to*, office furniture, lawn tractors, or ATVs. Service (consulting) contracts may be included in 405 (prof & scientific services), 406 (outside services), 409 (outside repairs/services), or 418 (IT outside services).

Please submit the completed form to your agency's fiscal & policy analyst at the Department of Management. Attach additional documentation if necessary. You will be notified by DOM if your purchase/service contract has been approved, or the reason why it was not approved.

TO BE COMPLETED BY REQUESTING AGENCY:

Agency: _____

Submitted By: _____

Telephone: _____

E-mail: _____

Description of Equipment/Service: _____

Cost of Equipment/Service: _____

Source of Funds: _____

Contract # or RFP # (if applicable): _____

Please explain the need for this purchase: _____

Requestor's signature

Date

Requesting Department Director Signature

Date

*******REVIEW AND APPROVALS*******

Dept of Management Director Signature: _____

Date: _____

Recommendation:

Approved

Rejected (State reason below)
