

STATE OF MONTANA Secretary of State Records Management Bureau Point of Contact: Lynn Keller 406-444-9009		JUSTIFICATION TO ACQUIRE MAJOR OFFICE EQUIPMENT		
JUSTIFICATION SUBMITTED BY:	Code	Agency Name: MSU-Bozeman	Requisition Number	
		Dept Name:		
Justification is for:	<input type="checkbox"/> Purchase <input type="checkbox"/> New Lease <input type="checkbox"/> Continuation of Lease <input type="checkbox"/> Renewal of Lease			
A. Equipment	<input type="checkbox"/> COPYING, DUPLICATING OR MAILING <input type="checkbox"/> FILING EQUIPMENT <input type="checkbox"/> MICROFILM			
Describe:				
B: Installation	Building _____ Room _____ Structural Modifications <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT required Estimated Cost: _____			
Describe:				
C. Existing Equipment	Other Equipment <input type="checkbox"/> IS <input type="checkbox"/> IS NOT available nearby.			
Explain why more equipment is needed:				
D. Justification	Describe how equipment will be used. Outline present and anticipated procedures and workload indicators. Clearly set forth costs and savings. (Continue on separate pages as required).			
E. Costs		Budgetary Details	Acct. Entity	Appropriation
	PURCHASE \$ _____	EQUIPMENT IS BUDGETED:		
	ANNUAL LEASE \$ _____	EQUIPMENT IS NOT BUDGETED – PROPOSED SOURCE OF FUNDING:		
	PURCHASE/ \$ _____ LEASE OPTION \$ _____/YR.	OPERATING EXPENSES WILL BE PAID FROM:		
AUTHORIZED INDEX OFFICIAL		TITLE		DATE SIGNED