

ESSENTIAL SPENDING JUSTIFICATION and APPROVALS

The mounting costs of responding to COVID-19 are certain to be unprecedented for the nation, state and our campus. Through this time, we are committed to keeping our campus community safe and helping our students achieve their educational goals.

To mitigate the financial impact for SUNY Oswego, **all spending** will require justification and approval effective immediately and until further notice.

Expenses must meet one of the following three categories to be approved:

- 1. COVID-19 Response**
- 2. Maintains Essential Operations**
-defined as contractual obligations, services, critical needs or educational requirements needed through June 30. i.e. failure to procure/pay would result in a critical disruption to campus operations or directly disrupt instruction.
- 3. Essential Expense for New Year** *(where significant lead time is needed ... new year begins July1).*

This form, must be included with all Purchase Requisitions submitted to the Purchasing Department. *Please email to Dawn.Greenier@oswego.edu; Kathy.Klefbeck@oswego.edu and Leslie.Hollenbeck@oswego.edu*

**** All Purchase requests over \$2500 must have 3 quotes attached or have included a justification for sole source and pricing included with the requisition. ****

Finance and Administration Department will be responsible for final approval.

Vendor:	Brief Description of Purchase:
Account(s) Used:	Amount:
Department/Office:	Requisition Number:
Email of Requestor:	Email of Department Approver:

Check the appropriate box below **and** explain why this procurement is essential.

- ☐ **COVID-19 Expense**
Operations

☐ **Maintains Essential**
 Brief Written Justification:

☐ **Essential Expense for New Year**
(significant lead time needed)

Approvals

Requester:
Department Approver Signature & Date:
Purchasing Department Signature & Date
F&A Department Final Approval & Date: