

**MEMORANDUM**

**DATE:**

**TO:** Jennifer Stackpole, CFO

**FROM:**

**THRU:**

**SUBJECT:** Direct Pay Justification

This memorandum serves as an approval letter issue payment directly to the vendor on the attached invoice. Invoice #      from       in the amount of $      dated on       for the Bureau/Division of      .

In accordance with NC General Statute 143-58.1 and the NCDOL Procurement Policy, any purchases above the $200 agency threshold, listed on state term contract, or purchases that did not utilize the E-Procurement system shall require a brief justification memo that fully explains what occurred for audit purposes. The below justification explains why procurement rules were not adhered to which allowed procurement policy to be circumvented; and the corrective action that has been taken to mitigate against future occurrences. The direct pay justification is as follows:

**Supervisor/Manager Approval Date**

**Bureau/Division Chief Approval Date**

**Chief Financial Officer Approval Date**