



## Director's Justification Memo

**DATE:**

**TO:** Lucas Martsolf, Assistant Township Manager

**FROM:**

**RE:**

**Munis Project Number:**

**Munis Account(s):**

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Check this box if the purchase is part of a capital project.

**Project Title:**

**Purchase / Project Description:**

Provide a detail description of the proposed requisition. (650 character limit)

**Purchase / Project Justification:**

Describe why is this requisition is needed. What alternatives were considered? (650 character limit)



724 | 776 | 4806  
724 | 776 | 6199  
CranberryTownship.org

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### **Purchase Cost Details:**

Provide a summary of the estimated costs. (650 character limit.)

### **Staff Recommendation:**

Describe the basis of your recommendation. (500 character limit.)

### **Image:**

(Attach image if, applicable.)