

JUSTIFICATION FOR IT MASTER SERVICES AGREEMENT (MSA)

Authorization is required to fill the following MSA:

Agency Name:																			
Budget Account #																			
Service Level:																			
Location of MSA:																			
Hourly Rate:																			
Name of Supervisor:	Telephone Number:																		
Fiscal Year MSA Requested:																			
Briefly describe the main purpose of this MSA:	Please state types of duties and percentage of time spent on these duties (attach additional information if necessary):																		
Is the MSA critical to: Public Safety: _____ Client Care: _____ Essential Services: _____	Is funding available for this MSA? <div style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> If no, please explain:																		
If this MSA is being requested in lieu of filling a vacant position, why is an MSA being requested instead of filling the position? If so, what is the position control number of the position not being filled?																			
Reason for the urgency to fill and/or consequences of not filling:																			
What is the funding source?																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">General Fund:</td> <td style="width: 10%;"></td> <td style="width: 20%;">%</td> </tr> <tr> <td>Highway Fund:</td> <td></td> <td>%</td> </tr> <tr> <td>Federal Funds:</td> <td></td> <td>%</td> </tr> </table>	General Fund:		%	Highway Fund:		%	Federal Funds:		%	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Fees:</td> <td style="width: 10%;"></td> <td style="width: 20%;">%</td> </tr> <tr> <td>Other Funding:</td> <td></td> <td>%</td> </tr> <tr> <td>Other Funding:</td> <td></td> <td>%</td> </tr> </table>	Fees:		%	Other Funding:		%	Other Funding:		%
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Other Funding:		%																	
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AUTHORIZATION

Agency Name: _____ **Budget Account #** _____

APPOINTING AUTHORITY APPROVAL:

Agency Appointing Authority Title Date

DEPARTMENT OF INFORMATION TECHNOLOGY APPROVAL:

Approved for hire Not approved for hire

Department of Information Technology Approval Date