**Justification for use of PayPal (Third Party Payment Mechanism)**

**Cardholder Name:** Click here to enter text.

**Vendor Name:** Click here to enter text.

**Date of Transaction:** Click here to enter a date.

Transaction Amount: $Click here to enter text.

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| 1. Provide a description of the purchase and explain how it was necessary to meet operational requirements. |
| Click here to enter text. |
| 1. Provide a description of the steps taken to find a vendor who accepts the Government acquisition card directly.   **OR**  Where it has been identified that the selected vendor was the only vendor able to provide the service and other vendors were not considered, provide information to explain the situation.  *\*Attach all supporting documentation of steps taken.* |
| Choose an item.  Additional comments:  Click here to enter text. |
| 1. Did you register or create an account with PayPal? |
| Choose an item.  Additional comments:  Click here to enter text. |