

**Business Justification Form**

**Prepared By:**

**Title of Purchase/Service:**

**Date of Purchase/Service (if applicable):**

**Description of Purchase/Service:**

**Who is the Purchase/Service for or the Audience Served:**

**Location of Purchase/Service performed:**

**What is the Business Purpose of the Above Purchase/Service:**

**Why is the Purchase/Service necessary:**

**Please include any other relevant documentation, such as an event agenda, participant list, handouts, meeting minutes, or event certification.**