**Purchasing Card Justification Form**

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| **Requestor:** | **Vendor:** | **Date:** |

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| **Description (what is the item):** |

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| **Public Purpose/Justification (see examples below):** | | |
| **Account:** | **Amount: $** | **Account Signer’s Signature:** |

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| Below are some examples of “bad” and “good” public purpose statements.  PURCHASE- Food (w/Business Meals Form)  ‘BAD’ PUBLIC PURPOSE STATEMENT– Catering for staff meeting GOOD PUBLIC PURPOSE STATEMENT– Catering for fall semester staff meeting to promote unit moral and to discuss strategic planning for unit through lunch.  PURCHASE- Book from Amazon  ‘BAD’ PUBLIC PURPOSE STATEMENT– Book GOOD PUBLIC PURPOSE STATEMENT– Purchased book for Prof. Doe to reveal the latest trends and direction of research developments within the field of … , in order to assist with future recommendations for ASU to pursue.  PURCHASE- Laptop  ‘BAD’ PUBLIC PURPOSE STATEMENT- New Laptop GOOD PUBLIC PURPOSE STATEMENT- New Laptop for Prof. Doe to replace outdated computer.  PURCHASE- Airfare  ‘BAD’ PUBLIC PURPOSE STATEMENT- Airfare for Prof. Doe GOOD PUBLIC PURPOSE STATEMENT- Airfare for Prof Doe to attend XYZ Board meeting, International Conference on … |