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**Purchase Justification Form**

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| **Purchaser:**  | **Vendor(s)**  | **Date:** |

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| **Description (What is the item (s)):**  |

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| **Public Purpose/Justification** |
| **Who was involved in the expense (who attended)? *If 50 or less students please fill out back side of form.*** **What is the purpose of your or business (i.e. club meeting; fundraiser; social gathering)?****When did the expense or event occur (if other than the date on the receipt)?** **Where did the expense or event occur?** **Why are you having this event (i.e. weekly meeting; to raise money; celebration; speaker; film showing)?**  |
| **Account:** **522-264-** | **Amount:**  | **Signature:**  |

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| **50 or less attendees** | **GROUP MEMBER NAMES****(Please type or print)** | **SIGNATURE OF****RECIPIENT** | **Food *and/or* Drinks Received** | **Student** **or** **Staff** |
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|  | SIGNATURE OF EMPLOYEE IN CHARGE:                       DATE:    |  |