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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: | | |  |