



What is a Business Justification?

- ❖ A business justification is not only a reason for the purchase. You must specifically explain how the purchase meets the needs of the campus and our students.
- ❖ A good business justification will include the necessity of the item, who will be using/benefiting from the item and where the item will be located. This is not all inclusive. Some items may require a more thorough justification.
- ❖ If your business justification includes events, a flyer must be attached.
- ❖ If your business justification is not adequate, the requisition will be denied. If the requisition is a Special Request, it can be resubmitted for approvals. If the requisition is from the Marketplace, an entire new order will need to be placed.
- ❖ Your business justification must apply to all items or be specific for extra items.
 - For example: if your justification says “General office supplies”, the items should only be general office supplies- pens, staples, sticky notes. If you include any other items, they should each be explained separately.

Acceptable Examples

Header Comments
Comment 1: Purchase of Surface Pros with keyboard attachments for staff use.

Approval Justification
The Surface Pros will be used to facilitate virtual meetings and accommodate teleworking needs.

Header Comments
Comment 1: Replacement 3D Printer Extruder (head) for Replicator/Replicator Mini 3D Printer.

Approval Justification
Specialized 3D Printers needed/used by students in the [REDACTED] - [REDACTED] UC2008/FA2062 Computer Labs. The 3D Printer Extruder (head) has a finite lifespan and needs to be replaced in order to print effectively.

Header Comments
Comment 1: Amazon Basics Computer Speakers for Desktop or Laptop PC | USB-Powered, Black

Approval Justification
For office main computer in the [REDACTED] Advising Suite. Computer does not have external speakers/sound.

Unacceptable Examples

Approval Justification
Items were not available at Pocket Nurse.

Approval Justification
Not available in other stores

Approval Justification
for Dr. [REDACTED] Experimental Learning Seed Grant