

Any and all items purchased with Grant funds may require additional explanation and additional documentation of how the purchase pertains to the Grant. All purchases must be legal under Federal law. Justification is required for all Grant purchase requests/requisitions.

Grant Justification Form

Person Providing Justification:

School/Department Name and Location Number:

Requisition Number:

Who: Who is this purchase for?

What: What is being purchased?

When: When will this purchase be used? **Please ensure dates fall within the current fiscal year.**

Where: Where will this purchase be used?

Why: Why is this purchase needed?

How: How will this purchase increase student academic achievement?

Goals and Guardrails:

Three Digit Code:

Goal/Guardrail Name:

How does this purchase align with the goal listed above: