



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.
 - o For example: if your justification says “General office supplies”, the items should only be general office supplies, staples, sticky notes. If you include any other items, they should each be explained separately.

Acceptable Examples

Unacceptable Examples