

Equipment Purchase Budget Justification Form

Project Title:

Department:

Prepared By:

Date:

Equipment Details

Item Name	Description & Specifications	Quantity	Unit Price	Total Cost
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Grand Total				<div></div>

Justification for Equipment Purchase:

Explain the necessity, anticipated benefits, and impact of this equipment.

Alternative Options Considered (if any):

Additional Remarks:

Important Notes

- Ensure all requested equipment is essential and directly relevant to the project objectives.

- Provide clear and concise justifications for each item to support approval.
- Attach supporting quotations or vendor documentation if required.
- Form must be reviewed and approved by the appropriate authority before purchase.
- Retain a copy of this form for audit and record-keeping purposes.