

# Equipment Purchase Budget Justification Form

Project Title:

Department:

Prepared By:

Date:

## Equipment Details

Item Name	Description & Specifications	Quantity	Unit Price	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Grand Total</b>				<input type="text"/>

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.