



Purchasing Card Additional Justification

This form should be used to accurately describe and certify purchases that are made with state funds, which due to their nature have the capacity for personal use. Examples are nails, paint, tools, electronic items such as; cameras, GPS Systems, televisions, DVD players, HDTV converter boxes, and food from non-contracted vendors, etc. Used correctly this form should adequately justify those purchases in the event of an audit. Please fill the form out completely to ensure no follow up will be required during the reconciliation review process.

Vendor Name _____ **Vendor Invoice Number** _____

Total Purchase Amount: _____ **Purchase Date:** _____

Location of Item Purchased: _____

Serial Number if Electronic Purchase: _____

Please detail the item(s) purchased

Administrative Purchases

Please explain how this purchase will benefit the state and assist the department's ability to carry out its mission statement.

Client Purchases

What criteria were used to select the beneficiaries of this purchase?

How does the purchase assist the department's ability to carry out its mission statement?

Cardholder Signature **Date** **Program Unit**

Supervisor Signature **Date**

Purchases with the Purchasing Card (PCard) will be in accordance with the DJJ Policy and Procedure 1407.05 and DJJ Purchasing Policy & Procedure 1675. If a state on agency term contract is available (for example TV's, projectors, laptops, etc.), that particular contract will be used, unless specific approval in accordance with state laws and procedures is provided.