

**SUNY Old Westbury
Office of Business Compliance**

PURCHASE JUSTIFICATION FORM

This form must be completed and submitted to Business Compliance with your purchase request.

PROGRAM NAME: _____

PREPARED BY: _____

DATE: _____

Question	Response
1) Why are we getting this product/service?	
2) What are the consequences of not purchasing the product/service?	
3) Can it be deferred - why is it imperative that we get it now?	
4) What are alternatives if not purchased? How are we handling now?	
5) Is this a need – please identify funding source(s), i.e., what budgeted item(s) or activity(ies) will you have to forego to fund this request?	
6) Provide cost justification for this purchase including if and how it will improve productivity and reduce costs.	
7) Will there be additional labor costs?	
8) Will there be additional equipment costs?	
9) Is this a replacement or an expansion of already existing systems?	