

Justification for Purchases

[DATE]

Organization Name:

Primary Financial Contact Name:

Primary Financial Contact Email:

Date of Event:

Time of Event:

Title of Event:

After reviewing your current GSSF budget, please indicate the exact program and budget line you want these funds to come from.

Program Name Directly from Budget:

Budget Line(s) Directly from Program Budget:

Expense Category (ex: Supplies, Honoraria, Food/Beverage, etc)	Total Amount in Budget Line	Amount to be Expensed for Event	Remaining Balance
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

- You might not need to use every single line in the table, just leave blank any unused/empty lines.

Please list out the exact items & links for this purchase request:

-
-
-

Justification for Event

Please describe the event in as much detail as possible to include how you will logistically put on the event, why the expenses above are necessary, how the expenses will be used, as well as any relevant purchasing details you may have:

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Mission Relation

Please describe how this event relates to your mission as an organization (your mission as submitted to ASM and in your governing documents submitted to the Center for Leadership and Involvement):

Agenda for Event

Please provide a brief agenda of the event to include time blocks of when various aspects of the program will happen:

Budget Alteration (if applicable)

- ☐ This program requires a budget alteration
- ☐ This budget alteration was submitted at least three weeks in advance of the event date
- ☐ This budget alteration has been approved by the SSFC Chair and confirmed via email

Please provide any additional details regarding any budget alterations for this event:

Co-Sponsorship (if applicable)

- ☐ This program is being co-sponsored with another organization/department
- ☐ A fully completed co-sponsorship form has been or will be submitted with this justification form

Please provide a list of any and all co-sponsors of the event:

Flyers and Advertisements

Please include any flyers and advertisements for this event, either as inserted images to this document or as separate attachments, when sending this justification form.

- Any advertisements and flyers must include the [ASM Logo and Disclaimer](#).