



**EDMONDS COMMUNITY COLLEGE
CENTER FOR STUDENT
ENGAGEMENT AND LEADERSHIP**

Purchase Justification Form

Purchaser:	Vendor(s)	Date:
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Description (What is the item (s)):

Public Purpose/Justification

Who was involved in the expense (who attended)? *If 50 or less students please fill out back side of form.*

What is the purpose of your or business (i.e. club meeting; fundraiser; social gathering)?

When did the expense or event occur (if other than the date on the receipt)?

Where did the expense or event occur?

Why are you having this event (i.e. weekly meeting; to raise money; celebration; speaker; film showing)?

Account: 522-264-	Amount:	Signature:
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50 or less attendees	GROUP MEMBER NAMES (Please type or print)	SIGNATURE OF RECIPIENT	Food and/or Drinks Received	Student or Staff
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	<u>SIGNATURE OF EMPLOYEE IN CHARGE:</u>		<u>DATE:</u>	