



## ***Justification for Purchase***

A justification for purchase should explain the educational or operational need for the purchase. It should also include a detailed explanation of how each cost was estimated.

- **Create a list of resources:** Make sure to include a complete list of what is needed and how much it costs.
- **Include support materials:** Consider including books, ongoing supplies, computers, and software.
- **Explain the need:** Describe the educational or operational need for the purchase.

### ***NEED HELP?***

We're pros at helping teachers find the right funding for educational and safety tools. We're here to help if you need assistance in choosing the right funding for your school. Reach out to your rep for more information.