

BUSINESS JUSTIFICATION FOR PROPOSED EXPENDITURE

INSTRUCTIONS

- This form will need completing for all new Purchase Requisitions greater than £5k and any proposed uplifts to existing Purchase Orders of £5k or more.
- By submission of this form, you are confirming that a budget has been identified to cover the proposed spend.
 - o Any issues relating to budget must be raised with your FPA liaison ahead of submitting your spend proposal.
- A completed copy of this form should be uploaded to the 'Document Archive' of the Purchase Requisition/Purchase Order within UBW in order to proceed.
 - o Guidance on how to do this can be found within the UBW Wiki at <https://sharepoint.kent.ac.uk/finance/Agresso/UBW/SitePages/Home.aspx>
 - o Specific links per UBW Interface and per purchase process can also be found at the end of this form

EXPENDITURE DETAILS

PURCHASE REQ/ORDER NUMBER

Please enter the Purchase Req/Purchase Order associated with this justification of spend

FINANCIAL YEAR OF PROPOSED SPEND

Enter the financial year spend will be incurred e.g. "2019/20" or "2019/20 to 2021/22" if spanning multiple years [Financial Year End is 31st July]

TOTAL AMOUNT OF SPEND (£)

If relevant, separated values of sub-items can be detailed in written justification below

APPROVAL TO PROCEED PROVIDED BY

Enter the name of the staff member who has approved raising the Purchase Req/PO Adjustment

JUSTIFICATION OF SPEND REQUIREMENT

*Please provide a brief summary of the spend details including the reason why this expenditure is deemed necessary and why commitment needs to be made now
[Additional documents or correspondence can also be added to the Document Archive in UBW in support]*

UBW Guidance for use of Purchasing “Document Archive”

(a) UBW Desktop - Requisitions:

<https://sharepoint.kent.ac.uk/finance/Agresso/UBW/SitePages/Document%20Archive%20-%20Adding%20Requisition%20Documents.aspx>

(b) UBW Web - Requisitions:

<https://sharepoint.kent.ac.uk/finance/Agresso/UBW/SitePages/U4BW%20Web%20-%20Procurement%20-%20Document%20Archive%20-%20Adding%20Requisition%20Documents.aspx>

(c) UBW Desktop – Purchase Orders:

<https://sharepoint.kent.ac.uk/finance/Agresso/UBW/SitePages/Document%20Archive%20-%20Adding%20Purchase%20Order%20Documents.aspx>

(d) UBW Web – Purchase Orders:

<https://sharepoint.kent.ac.uk/finance/Agresso/UBW/SitePages/U4BW%20Web%20-%20Procurement%20-%20Document%20Archive%20-%20Adding%20Purchase%20Order%20Documents.aspx>