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.
    - 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.
  - 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
  - Specific links per UBW Interface and per purchase process can also be found at the end of this form

EXPENDITURE DETAILS

<table>
<thead>
<tr>
<th>PURCHASE REQ/ORDER NUMBER</th>
<th>Please enter the Purchase Req/Purchase Order associated with this justification of spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCIAL YEAR OF PROPOSED SPEND</td>
<td>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]</td>
</tr>
<tr>
<td>TOTAL AMOUNT OF SPEND (£)</td>
<td>If relevant, separated values of sub-items can be detailed in written justification below</td>
</tr>
<tr>
<td>APPROVAL TO PROCEED PROVIDED BY</td>
<td>Enter the name of the staff member who has approved raising the Purchase Req/PO Adjustment</td>
</tr>
</tbody>
</table>

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:

(c) UBW Desktop – Purchase Orders:

(d) UBW Web – Purchase Orders: