Expenditure Approval
Personnel Justification Form

Requisition No. ____________
Travel & Conference No. __________

Summary of Request

Summary of Justification - (to include Strategic Plan Goals/Objectives, Program Review and Assessment)

Action:

Approved ________
Not approved ________

__________________________________________
Area Dean/Director Date

Action:

Approved ________
Not approved ________

__________________________________________
President/Vice President Date
Process for Expenditure Approval Justification Form

The purpose of this form is to allow staff responsible for budgets to create a justification for purchase of supply, equipment, service agreement or contract essential to the program, mission, instructional endeavor, or completion of the grant, contract or service in a reasonable timeframe after all options (grant funds, foundation funds, mini-grants, and in-kind contributions) have been explored.

The staff member must complete the **Summary of Request** portion stating the nature of the request and providing evidence that the equipment, supply or agreement is essential.

**Summary of Justification**

The Summary Justification must indicate the item(s) is essential, allowable and reasonable for the completion of the program, instruction, service and/or maintenance of the program or service area.

The area Dean will approve and forward to the area Vice President/President for approval. The area Vice President/President will approve or not approve the request.

The process will be applied to Fund 11 to assure appropriate expenditures are exercised and related to YCCD Strategic Plan, Modesto Junior College Strategic Plan, Program Review and Assessment.

July 2012