



Office Supply Justification Form

This form is required for all office supply purchases on federal budgets. By federal law, office supplies cannot be charged to federal grants unless they will:

1. Be used for science (e.g., paperclips used in an experiment, envelopes for seed collection)
2. Benefit the grant exclusively

Date:	
Budget #:	Budget Name:
I certify that this purchase is going to benefit the above grant exclusively by:	
PI Name:	
PI Signature:	

Attach this form to your Petty Cash Voucher.