

**Instructions for Completing  
FORM SPO-H-206I BUDGET JUSTIFICATION  
EQUIPMENT PURCHASES**

<b>Applicant/Provider:</b>	Enter the Applicant's legal name.
<b>Period:</b>	Enter the time period for which this budget will cover; usually, this will cover a fiscal year.
<b>Date Prepared</b>	Enter the date this justification was prepared.
<b>DESCRIPTION OF EQUIPMENT</b>	Identify the type of equipment to be purchased.
<b>NO. OF ITEMS</b>	Enter the number of unit(s) to be purchased.
<b>COST PER ITEM</b>	Enter the estimated costs for each unit.
<b>TOTAL COST</b>	Calculate the total cost for each type of equipment, by multiplying number of units by cost per unit.
<b>TOTAL BUDGETED</b>	Enter the dollar amount of the equipment costs that will be charged to the budget for this service activity. This amount will be entered as budget "category C. EQUIPMENT" in your budget.
<b>JUSTIFICATION/ COMMENTS:</b>	Justify the need for equipment for the delivery of this service activity. Enter additional explanations. Attach additional sheets, if necessary.