

**Instructions for Completing  
FORM SPO-H-206J BUDGET JUSTIFICATION  
MOTOR VEHICLE**

<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 MOTOR VEHICLE</b>	Enter make and model of vehicle; or, provide a brief specification such as type of vehicle (i.e., sedan, van, pick-up truck), and no. of passengers (i.e., 8-passenger van). Indicate whether a new or used vehicle will be purchased, whether another vehicle will be traded-in, and indicate the approximate trade-in value, if applicable.
<b>NO. OF ITEMS</b>	Enter the number of vehicles to be purchased.
<b>COST PER ITEM</b>	Enter the estimated cost per vehicles.
<b>TOTAL COST</b>	Calculate the total cost for each type of vehicle, by multiplying number of units by cost per unit.
<b>TOTAL BUDGETED</b>	Enter the dollar amount of the motor vehicle costs that will be charged to the budget for this service activity. This amount will be entered as budget "category D. MOTOR VEHICLE" in your budget.
<b>JUSTIFICATION/ COMMENTS:</b>	Explain purpose for the vehicle(s) as it relates to the delivery of the contracted service. Enter additional explanations. Attach additional sheets, if necessary.