

Appropriate Business Justification (Examples – Not all inclusive)

Expense	Appropriate Business Justification	Inappropriate/Insufficient Business Justification
Hospitality or Student Event	Refreshments for Countdown to Commencement - All day event	Refreshments
Office Supplies	Office Supplies for XYZ Division (if particular staff or faculty – note name of employee as well). At least provide name of department or division purchase is being made for.	Office Supplies
Airfare	Airline ticket for Presenting at Forensics Conference in Portland, OR	Flight
Rental Car	Rental Car for Presenting at Forensics Conference in Portland, OR	Car Rental
Fuel	Gas for Rental Car for Presenting at Forensics Conference in Portland, OR	Gas for rental
Fuel	Gas for Gator used for grounds maintenance on Campus, or gas for chainsaws, blowers, and weed eaters from Campus Grounds	Gator Weed eater gas
Clothing	Uniform shirts and/or pants required for maintenance worker(s) in Physical Plant area; Housing and Residence Life or Medical School	Uniforms
Work Boots	Work boots for maintenance worker(s) in Physical Plant area; Housing and Residence Life or Medical School	Boots
FedEx/UPS (Shipping)	Freight/Shipping charges for mailing research samples; Shipping charges for sending athletic mailings.	Freight charges
Computer	Computer/Laptop/Tablet purchased for new employee; Being purchased for Professor X to replace outdated model or new employee, etc.	New computer

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Promotional	Pens/pencils with Marshall Logo for Campus events and Recruitment Fairs	Pens/Pencils
Advertisement	Employment Advertisement for faculty position in Economics Department - College of Business	Employment Ad
Pool Chemicals	Chemicals for swimming pool in the Cam Henderson Center	Chemicals for pool
Lab Chemicals or Research / Lab Supplies	Chemicals for use in the genetic analyzer in forensics lab Lab supplies for use in CHM 361 class	Chemicals for lab
Refrigerator / Freezer (No personal refrigerators may be purchased on the PCard)	Refrigerator / Freezer to be used to store / preserve lab specimens – Lab name required.	Lab Refrigerator