

Expense Purpose and Business Justification Quick Guide

- Select your Purchase Category from the drop-down menu.
 - Example: General office supplies would go under Maintenance and Operations.

Edit Internal Notes And Attachments ✕

Internal Note

Purchase Category ★

Business Justification ★

1000 characters remaining expand | clear

Edit Internal Notes And Attachments ✕

Internal Note

Purchase Category ★

4. LAB SUPPLIES - NON-COVID
4. MAINTENANCE AND OPERATIONS
4. OTHER - (INCLUDES CHANGES TO PREVIOUS POS)
4. PARTICIPANT SUPPORT

Business Justification ★

Expense Purpose and Business Justification Quick Guide

Purchasing
purchasing@utdallas.edu

- Enter the Business Justification which should include:
 - A description of the good or service and its value to the UTD
 - The Grant, Project, or Program the requisition is for
 - Previous or associated PO numbers if applicable
 - Group Purchasing Organization (GPO) if applicable
 - Contract number if applicable

Internal Note

Purchase Category ★

4. MAINTENANCE AND OPERATIONS ▼

Business Justification ★

Binders for education material as defined in the Sickle Cell Disease Research Center's SIPID grant.|

901 characters remaining expand | clear