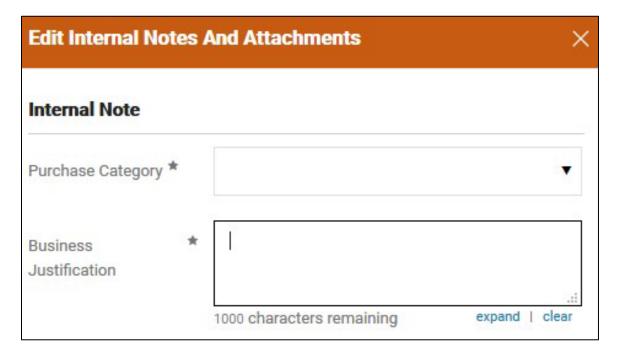
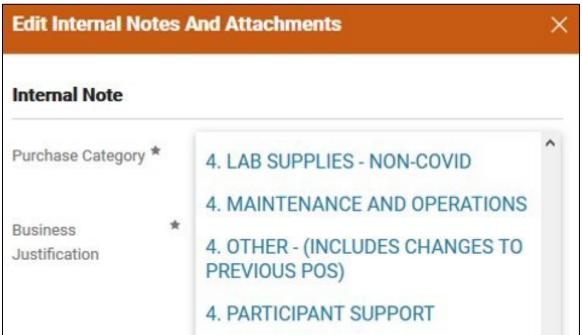


Expense Purpose and Business Justification Quick Guide

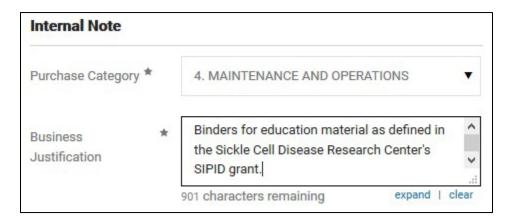
- Select your Purchase Category from the drop-down menu.
 - Example: General office supplies would go under Maintenance and Operations.





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



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