

| 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<br>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                                      |

**Appropriate Business Justification (Examples)**

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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<br>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   |