

Appropriate Business Justification (Examples)

Expense	Appropriate Business Justification	Inappropriate/Insufficient Business Justification
Hospitality or Student Event	Refreshments for Countdown to Commencements - All day event	Refreshments
Office Supplies	Office Supplies for XYZ Division	Office Supplies
Airfare	Airline ticket for Presenting at Collegenet Conference in Portland, OR	Flight
Rental Car	Rental Car for Presenting at Collegenet Conference in Portland, OR	Car Rental
Fuel	Gas for Rental Car for Presenting at Collegenet Conference in Portland, OR	Gas for rental
Fuel	Gas for Gator for use for grounds maintenance on Campus	Gator
Fuel	Gas for chainsaws, blowers and weedeaters for maintenance on Campus grounds	Weedeaters or chainsaw or blower
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Computer	Computer/Laptop/Tablet being purchased for new employee; Being purchased for Professor X to replace outdated model	New computer
Promotional	Pens/Pencils with Marshall logo for campus events and recruitment fairs	Pens/Pencils

Appropriate Business Justification (Examples)

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	Chemicals for use in the genetic analyzer in forensics lab	Chemicals for lab
Refrigerator / Freezer	Refrigerator / Freezer to be used to store / preserve lab specimens	Lab Refrigerator