Expense Purpose and Business Justification Job Aid

- Select your Purchase Category from the drop-down menu.
  - Example. General office supplies would go under Maintenance and Operations.
• Enter the Business Justification which should include:
  o 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