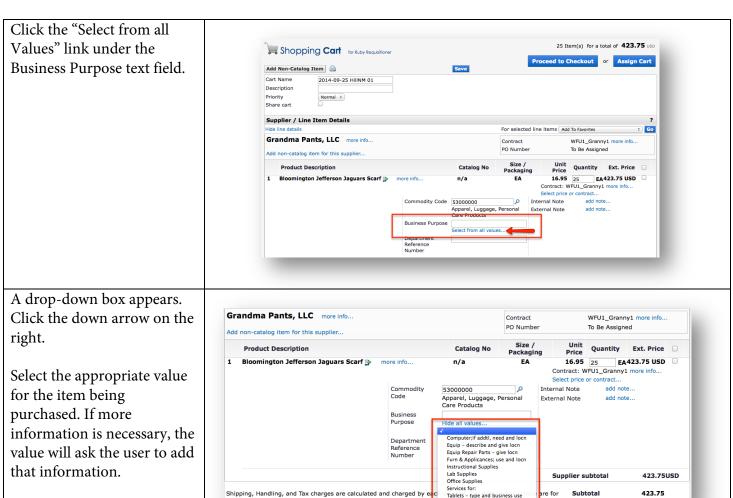


## **Toolbox: Completing the Business Purpose Quick Guide**

Business purpose is entered on each line. Business purpose is not required but is recommended if any of the following criteria apply to the item:

- Your department requires a business purpose for all purchases
- The item would not be considered a "normal" purchase for your department
- The item can be used for both business and personal reasons
- Additional information would help understand the purchase.

Business purpose can be completed either by typing the desired text directly into the business purpose field or populating the field with one of several pre-defined values. To choose one of the pre-defined values:



estimation purposes, budget checking, and workflow approvals