

Tips from the Finance Office—December 2019

Business Purpose

UF has updated the process for submitting invoices in myUFL. A business purpose is now required to be documented in the system for all pcard charges, employee reimbursements and must be included when making a purchasing request. This can be done by adding a comment to your cart in the UF Market or included with your purchasing request email. Please see below business purpose tips.

A business purpose is a short statement in laymen's terms stating the purpose for the referenced purchase and its benefit to the University. The business purpose should state why the expense is occurring, not restate the purchase. This information is required for all UF purchases.

- The use must be reasonable and benefit the University
- The use must fall within the funding entities intent/color of money
 - * *ROH funding: to be used in support research, research-related activities or sponsored training programs.*
 - * *Grant funding: all expenditures must be specifically responsive to the funding agreement and purposes of the project*
 - * *Professorship: to be used in support of the professor or research.*
- The use must comply with all applicable laws and regulations

Please refer to the following websites for more information

<http://www.fa.ufl.edu/directives/myuf-marketplace/> or
<http://www.fa.ufl.edu/directives/university-of-florida-expenditure-policy/>

A copy of this document may also be found on MSE's intranet site as Finance-MSE/NE Procurement Tipsheets.

Example: Acceptable business purposes

- Nitrogen used in the preservation of tissue samples
- Shipping of gallium oxide samples to Naval Research lab for collaborative experiments.
- Paper used for office printer to print research papers, drafts of papers to be submitted and other research related material.
- Polishing pads for preparing samples for microscopy
- Generator is the component that provides power to the x-ray tube. This component is necessary since we will be working in remote fields that do not have access to traditional electrical power. Without the generator, no x-rays.

Example: Unacceptable business purposes

- Lab Supplies
 - Shipping charges
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