

Justifications Required

Justifications are required for the following items:

- Memberships - Explanation showing why membership is necessary and how it benefits the department and University.
- Personal items - VCR, TV's, Cameras, etc. instructional use.
- Film developing or enlargements
- Food purchases see guidelines, [Policy B-24](#), and event form located in the University Forms section of this manual.
- Room rentals
- Banquet facilities
- New vehicle inspection sheet
- Auto repair \$500 and over also need inspection sheet
- Candidate expenses requires certification
- Moving expenses requires certification