



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:

Click the “Select from all Values” link under the Business Purpose text field.

The screenshot shows a shopping cart for 'Grandma Pants, LLC' with one item: 'Bloomington Jefferson Jaguars Scarf'. The 'Business Purpose' field is highlighted with a red box, and a red arrow points to the 'Select from all values...' link.

A drop-down box appears. Click the down arrow on the right.

Select the appropriate value for the item being purchased. If more information is necessary, the value will ask the user to add that information.

The screenshot shows the 'Business Purpose' dropdown menu open, with a red box around the list of options. The first option, 'Computer; if addtl, need and locn Equip - describe and give locn', is selected.