

**Public Purpose Rationale Instructions**

An approved public purpose rationale is required prior to purchases, or processing of reimbursements.

* Please cut-n-paste the table below into an email to [Hope.DeMello@nau.edu](mailto:Hope.DeMello@nau.edu):

|  |  |
| --- | --- |
| **Department of Educational Psychology**  **PUBLIC PURPOSE for Request of Purchase or Reimbursement**  Created 1/17/2020 | |
| Purchase or Reimbursement for what Item(s) |  |
| Dates associated with purchase or reimbursement (example: conference travel dates, event dates) |  |
| Location associated with this purchase or reimbursement (example: conference location or campus location) |  |
| How does this purchase benefit the following:   * Your Professional Development * EPS Department * EPS Department Programs * College of Education * Northern Arizona University |  |
| How will item(s) be utilized (if applicable) |  |
| Funding Source? Whose Pcard utilized? |  |
|  |  |

* The public purpose rationale email will be processed/recorded in the EPS Office, and then forwarded to Dr. Horn for approval.
  + You will be cc’d on Dr. Horn’s approval/denial response email.