

**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:

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| **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.