

Colorado School of Mines
Appropriateness of Expenditures Statement

VR
FPO
Purchase Requisition
MasterCard Trans. No. _____
(check one)

School of Mines expenditures are subject to University Fiscal Rules, which require that they meet the following standards of propriety:

- Expenditures are for official University business purposes only; and
- Expenditures are reasonable and necessary under the circumstances.

To assist the school in documenting the appropriateness of expenditures, fund managers may complete this statement or include the information on the procurement document used (VR, FPO, purchase requisition).

Type of Expenditure: Official Function Student Activity Training Function Other

Official School/State Business Purpose:

Provide sufficient detail to explain the business purpose of the expenditure, such as topics discussed or business objectives met. For meetings, conferences or other functions, show date and location.

Reasonable and Necessary under the Circumstances:

*Provide sufficient detail to show the expenditure meets this standard, such as a description of the item(s) or service(s) purchased and/or the circumstances surrounding the purchase. For meetings, conferences or other functions, **list the names of participants or number and categories of participants** (e.g., faculty members, graduate students, visitors, etc.).*

Fund Manager

Date

Department

Attach and submit this statement with voucher request (VR), field purchase order (FPO) and purchase requisition, or attach to original procurement card receipt.