

Guide to Appropriate Business Purposes

A complete Business Purpose should answer:
Who + What + When + Where + Why (business/mission impact)

Who?

Who is the purchase benefiting?

Examples: Name of person being reimbursed, Name of person the airfare is being purchased for, Department using office supplies; Name of person using a purchased item

What?

What is being purchased?

Examples: Computer, Airfare for guest or student, Office Supplies, Lab Supplies, Reimbursement of Expenses, Job Posting, Student Orientation Breakfast, Research Subject Payment

When?

When will this purchase be used?

Examples: Fall 2025, January 2026, Specific date of an event

Note – please use ASAP sparingly – this does not tell use when the purchase will be used

Where?

Where will this purchase be used?

Examples: Lexington, CTW room XXX, SMRI Lab

Why?

Why is this purchased needed? How does it support the University mission, goals, and objectives (non-sponsored funds) or the grant project scope of work (sponsored funds)?

Note – Purchases for memberships for organizations on the OCR (Office of Civil Rights) list for review are currently NOT allowed.

Examples:

Accreditation

- This fee is necessary for the accreditation for the master's program for Athletic Training

Apparel

- Purchasing polo style shirts for students in the incoming AT class to provide a professional uniform and to help identify the students during their clinical rotations at affiliated sites

Article Publication

- This fee covers the processing charges for a peer-reviewed manuscript published by XXX using research data.
- Paper, completed as part of XXX project was accepted for publication and this fee allows the publication of the article to be completed

Books

- This textbook is being used to support instruction of XXX during the Fall 2026 semester. It will serve as a course resource to help students learn foundation health research methods and develop skills in study design, data collection, and analysis
- This book will serve as a resource for faculty to learn about alternative grading practices that support authentic learning, meaningful assessment, and increased student engagement

Classroom Supplies

- These items support instruction activities and are being used for classroom instruction in CHS course XXX to enhance student learning.

Computer/Minor Equipment

- Dr. Doe is a new faculty hire for the PA program and this laptop and dock will be his primary device.
- Dr. Doe is faculty in the PT Department and this purchase is to replace a failing desktop that is no longer under warranty. This will be her primary device.
- Dr. Doe is purchasing a laptop to be used during data collection at remote sites.

Dry Cleaning

- Dry cleaning towels/sheets used by research subjects participating in the Doe lab XXX study
- Dry cleaning pillow cases used by research subjects during physical therapy class PT###

Equipment Maintenance/Repair

- Maintenance contract ensures that preventative maintenance visits and other services can be performed to upkeep the equipment that is utilized by CHS researchers.
- Calibration of pipettes in the laboratory ensure accuracy for experiments

Food – Faculty/Staff Meetings

- Breakfast for faculty meeting held during meal time due to class and clinic schedules to allow for maximum attendance. This meeting will review department policies, clarify procedures, and ensure consistency across courses and programs with both full-time and part-time instructors in attendance to promote shared understanding and alignment.

Food – Orientation

- Lunch is being provided during orientation with the incoming/current students and faculty to maintain continuity of the event. The orientation includes introductions, graduate school information, announcements, and expectations

Food – Student Event

- End of year reception for CHS student Ambassadors recognizes student's leadership and service to the college. This event supports the UK Strategic Plan priorities "Students First" and "Many People One Community"

Food – Workshop

- To provide nourishment for 'Move and Mingle' workshop participants during event being held over mealtime.

Furniture

- These office chairs are for new faculty who have joined the College of Health Sciences. They will be used in their work spaces.

Gas/Gas Cylinder Rental

- Gas cylinders are used to perform rodent surgery for ongoing research experiments in the XXX lab.
- Medical grade oxygen is required for select animal experiments in the XXX lab

Guest Travel – Airfare, Hotel, Mileage

- Candidate is participating in an on-campus interview for an open faculty position in MLS program
- In Lexington as part of Periodic Site visit for the PT department. This is required to maintain program accreditation.

Job Posting

- Advertising/Faculty recruitment for the open faculty position in the Department of Physician Assistant Studies, Clinical Title Series.

Lab Supplies

- These laboratory reagents will be utilized by medical laboratory science students in the MLS XXX laboratory in Spring 2026.
- These lab supplies are needed to analyze muscle samples collected as part of ongoing experiments related to XXX research project

License

- Faculty who instruct in the AT program must possess a current state credential and be in good standing with the state regulatory agency

Memberships

- Membership to APTA for Dr. Doe, faculty in PAS. Membership will allow for conference attendance to disseminate research data, peer networking, CME, and scholarly production in XYZ area which is part of his faculty and clinical duties.
- Membership to the Association for Financial Professionals will allow Jane Doe, XYZ Dept Administrative Staff, access to professional development tools, CME, industry standards and networking opportunities at conferences.

Note – please mention the individual's position at UK and how membership benefits the college and UK

Office Supplies

- Supplies needed by therapist and admin staff to perform daily duties and to maintain patient care.

Patient Supplies

- Supplies used for SOS feeding program done by OT's and SLP's in patient sessions
- Supplies used for communication restoration in laryngectomized patients

Printing

- The MLS Program will host its annual Pinning Ceremony and programs are needed to outline the ceremony's key points for attendees
- Dr. Smith is a new faculty member in the PAS department. The business cards will be used for networking with others and market of the program

Professional Services & Consulting

- This professional service supports XXX project by providing expert consulting in (area), which is required to complete (specific task or deliverable)

Promotional Items

- Items to be use for marketing and recruitment for the XXX program. They will be given to clinical partners and for site visits.

Research Subject Payments

- This payment is for the subject's participation and completion of 12-month follow-up form for Dr. Smith's XXX study

Note – please provide the payee address is the 'Notes' section of the business order

Shipping

- Required fee to send supplies to research subject participating in Dr. Smith's XXX study.
- Required fee for texting samples for project XXX to be shipped overnight to CA for analysis

Software

- Graphpad software is necessary for analysis of data collected the Smith lab across sponsored and non-sponsored research projects.

Speaker Fees/Honorariums

- Payment for being a guest lecturer and lead lab assistant for PT XXX for 5 hours
- Dr. Smith is giving the keynote address for CHS research day and will spend time with various departments in CHS to speak with students and faculty members. This is a great opportunity for UK outreach to outside institutions

Student Travel

- Jane is a student in Dr. Doe's lab and will be presenting research data at the XXXX conference in Anaheim, CA.

Common Mistakes to Avoid:

- Stating the item is to be used for "general support" without explanation
- Stating the purchase is "required for job" without describing how
- Putting 'ASAP' in the when section instead of a timeframe
- Not stating who the purchase is benefiting