

Expense Justification Form

TO: _____

FROM: _____


DATE: _____

(PLEASE RETURN WITHIN 10 DAYS)

Federal regulations under OMB Uniform Guidance at 2 CFR 200 requires the University to employ accounting principles that classify *allowable costs* either as *direct* or *indirect charges*, in a consistent manner, and that provide evidence or justification to auditors that sponsored projects are expended only for allowable goods and services.

The following charge recently made to your sponsored project account cannot be processed without additional information:

<u>Date</u>	<u>Acct No</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____	_____

 Cost could be considered unallowable, but may be allowable with additional information about the expense.

Please provide a Justification as to how this purchase benefits the project and is compliant with the award's Terms and Conditions. [use separator page(s) if necessary, indicating page numbers where needed]:

Signature of PI or Delegate:

Date:

Printed Name

Signature by the account's responsible person (PI) or
delegate certifies the justification of this expense.