

Jagger Justification Refresher

When writing justifications, please keep in mind that at any point your purchase could be flagged for audit by SUNY and/or OSC Auditors. These auditors are not local nor are they familiar with our campus. They are not necessarily knowledgeable with the various departments on campus and the functions of those departments. The attachments and justifications that you provide should be able to give the auditors a clear picture of what is being purchased and how/why it is needed for your area.

Please remember to include the following information in your justification (whether in comments or attachments):

- Purpose/significance/relevance of the purchase for your specific area
 - Overall Description
 - If an event, include date, time, & location
 - Are you replenishing a supply?
 - If yes, what caused your supply to diminish? Why/how is this important to your area?
 - If not, why is there a need now? What changed?
- How it relates to SUNY Potsdam's strategic priorities
 - Financial Stability & Analysis
 - Academic Programs & Planning
 - Enrollment & Retention
 - Connecting with the Community
 - Diversity, Equity, Inclusion & Belonging
- Applicable supporting documentation
 - Flyers/Agenda
 - Attendee list for food purchases.

Although you may be out of something, that does not qualify as a justification for the purchase.