

**University Club Banking
Purchase or Reimbursement Justification
(Supply and Promotional Item Purchases)**

1. What is the purpose of the items? (General supply, event supply, promotional item, marketing merchandise, award or recognition, etc.)

2. To whom, in general, will receive or received the items? (Students, staff, faculty, non CSUSB recipient)

3. What event(s) are the items for?

4. How does the item distribution benefit the university?