

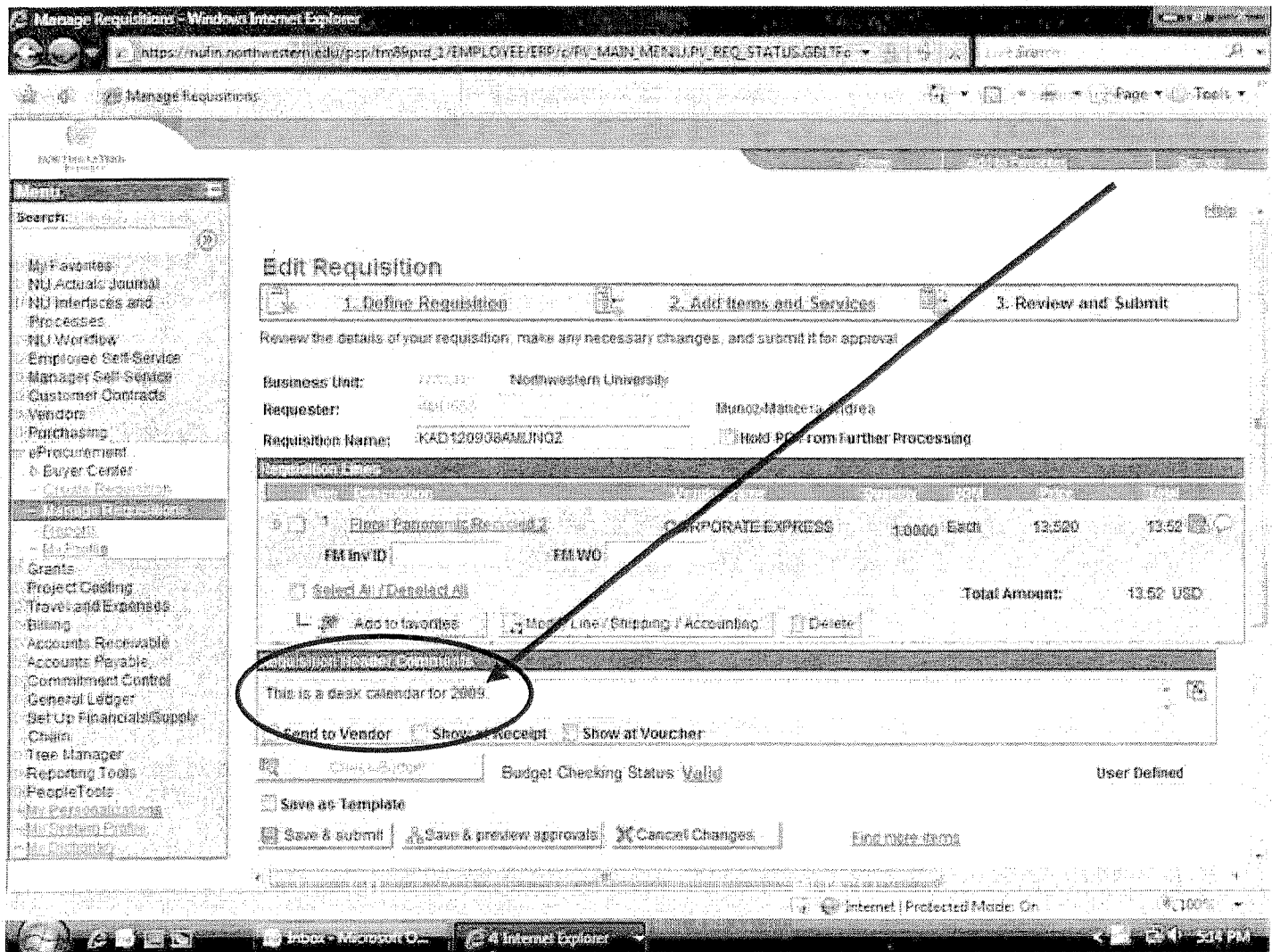
**Andrea Munoz**

**From:** ksm-da-request@mail2.kellogg.northwestern.edu on behalf of Gisela Gutierrez [g-gutierrez@kellogg.northwestern.edu]  
**Sent:** Monday, December 15, 2008 5:21 PM  
**To:** ksm-da@kellogg.northwestern.edu  
**Subject:** Need to include business purpose on all orders  
**Attachments:** image005.jpg; image003.png; image004.png; image006.png; image007.jpg  
**Importance:** High

Hi Everyone,

As we are starting to review this orders, we are noticing that some of the orders are missing a business purpose (justification of expense), although this is not a required field we are requiring this field to be completed on all Requisition and Expense reports. Please see illustration below to locate the field where you need to include this.

For Requisitions:



For Expense reports:

