

**e-Pro System Release July 10, 2006:**

**1) BUSINESS PURPOSE:**

A new feature of the ePro applications will be implemented. A section titled Business Purpose will be added to PReqs and e-Voucher. Users will be required to select all appropriate business purposes that apply to the purchase. When selecting either the "Reward and Recognition" or "Other" category, further justification will be required in a section labeled "Additional Business Purpose Comments" in order to save the transaction. The additional justification should address the specific purpose of the purchase, to add information on who is being recognized, or any other pertinent details that will explain the public purpose of such a purchase.

**The Business purpose will be required for all University purchases, regardless of the payment method. This will include Procurement Card Vouchers beginning with the September vouchers.**

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Business Purpose: PLEASE CHECK **ALL** THAT ARE APPROPRIATE:

- Support of the Department's Mission
- Support of the University's Mission
- Professional Development of Faculty/Staff/Student/Other
- Reward and Recognition of Faculty/Staff/Student/Other (Please provide additional information in comment box)
- Support of University Research - Purchase complies with terms specified in the Grant proposal
- Support of Patient Care
- Recruitment of Faculty/Staff/Student/Other
- Other (Please provide additional information in comment box)

Additional Business Purpose Comments:

**2) INTERNAL COMMENT FAVORITES:** Users will be able to have favorites for internal comments in PReqs and eVouchers.

**3) LINE ITEM CHANGE:** The extension price will populate, once the user has entered the unit price and tabbed out of the field.

**4) WORK FLOW TRANSACTION NUMBER:** Users may now search by WF Tx# (Work flow transaction number) in the eVoucher and PReqs search centers.

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