



CAS Justification

ROUTING	SPA, MSC SPA spa_sysadmin@nmsu.edu Phone 646-1675 Fax 646-1676
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Purpose: This form is used to provide OGC and SPA with justification narratives for expenditures that are defined as indirect by the Uniform Guidance but may be allowed as direct charges on an award if approved by the agency.

Foreign travel, a direct expenditure, requires agency approval and is included on this form since it is subject to greater scrutiny and requires additional justification.

Attach additional documentation if necessary. This form requires OGC approval.

SECTION 1: REQUEST DETAILS

Name: _____ Grant PI: _____ Agency: _____

G#: _____ Index #: _____ Fund #: _____ OGC/Argis/Institution #: _____ Date (mm/dd/yyyy): _____

Account Code	Description	Justification for Index
613XXX	Non-Exempt Administrative Support	
619200	Overtime	
619300	Supplemental Compensation	
724XXX	Foreign Travel	
731XXX	Office Supplies	
733XXX	Print/Photo Supplies	
734XXX	Medical Supplies	
737XXX	Food/Business Meals	
739200	Periodicals	



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Account Code	Description	Justification for Index
7501XX-6XX	Communications (telephone, internet/ alarm, fax, data/wireless)	
7502XX	Postage	
7507XX	Advertising	
7508XX	Publicity/Public Relations	
751XXX	Insurance	
755XXX	Utilities	
7585XX	OFS Services (non-scientific & non-technical equipment)	
760XXX	Dues, Fees, Taxes	
7615XX	Lectures/Honorarium	
78XXXX	Special Purpose Capitalized Equipment	

Comments/Notes:

SECTION 2: OFFICIAL APPROVAL

OGC Approval: _____ Date: _____

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