**Justification for use of COVID – 19 Work tag (Non-Payroll Costs)**

**Please complete this form and upload it with any expense reimbursement, requisition or invoice in Workday that you assign the COVID-19 worktag. Missing forms will result in the expense reimbursement, invoice or requisition being returned.**

**Background:** The College needs to track only those costs that are considered extraordinary and non-routine via the use of the COVID-19 worktag whether on your pcard or other form of purchase/payment. Please note, costs determined to be routine by Budget, Accounting and Procurement will be moved to your cost center. For example, the replacement of a laptop that had something spilled on it would NOT be a COVID-19 expense because it would have to be replaced regardless. Another example is the purchase of Personal Protective Equipment or cleaning supplies. Only departments such as the Center for Health and Wellness, ECPD, or Facilities should be charging these types of costs to the COVID-19 worktag.

Please describe, in detail, the type of cost you want charged/reimbursed to/from the Covid-19 worktag.

Please describe why this cost is extraordinary and non-routine.

Please describe, in detail, why this item or service should be a COVID-19 expense.