

# BUSINESS PURPOSE EXAMPLES

**Business Cards:** To disseminate contact information to students, community members, etc.

**Conferences:** Professional development used to learn, network and develop resources pertaining to job responsibilities.

**Dues/Memberships:** This organization provides professional development resources pertaining to job responsibilities.

**Furniture:** Items used to set up office/conference room/classroom to provide a functioning space.

**Gloves:** Required for safety purposes to protect hands.

**Office Supplies:** General supplies for daily office functions.

**Official Functions:** Food provided for a RRCC approved event/meeting/training as approved in attached Official Function form

**Swag:** Items used to promote the college to the community at various venues.

**Text Books:** Instructor copy used for English 122 by Joe Brown

**Toner:** For printing documents required to complete college business