Expenditure Approval
(To be completed prior to purchase)

Department _____ **Date** _____

Requested by _____ **Dept. Head Approval** _____

Vendor _____ **Required by** _____

Purpose _____

Detailed description of items required or other supporting details.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____