

# Expenditure Authorization Form

**Directions For Use Of This Form:** Use this form to request permission to purchase item(s) that will be billed to us OR to get a check cut to make a purchase. You also need to fill this form out if you have already spent the money and are submitting a Refund Voucher. Attach Refund Voucher to this form and mailbox of appropriate Board Chairman or Head. Then take approved form to Current Expense Treasurer if you need a check cut and you know the exact amount needed.

Requested by: \_\_\_\_\_ Date Requested: \_\_\_\_\_

For: \_\_\_\_\_

<u>Quantity</u>	<u>Description/Purpose</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Vendor: \_\_\_\_\_ Estimated Spending \$ \_\_\_\_\_  
\_\_\_\_\_ Actual Spending \$ \_\_\_\_\_  
\_\_\_\_\_

Memo: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Authorization:**

Authorized by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Account To Be Charged: \_\_\_\_\_

Budget: \_\_\_\_\_

Approve Spending: \_\_\_\_\_

Memo: \_\_\_\_\_