



## Expenditure Authorization Form

Directions For Use Of This Form: Use this form to request authorization to purchase item(s) that will be billed to GBTC or to request a check to make a purchase.

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

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

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

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

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

**Authorization:**

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

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

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

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

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