

Expenditure Request Form

1. Requestor Information

- ✓ **Name:** _____
- ✓ **Department:** _____
- ✓ **Date of Request:** _____

2. Expense Details

- ✓ **Expense Description:** _____

3. Cost Details

- ✓ **Estimated Total Cost: \$** _____
- ✓ **Breakdown of Costs (if applicable):**

4. Payment Method Please select the payment method:

- ✓ **Reimbursement**
- ✓ **Company Credit Card**
- ✓ **Vendor Invoice**
- ✓ **Other:**

5. Approvals

- ✓ **Requested By:** _____ (Signature & Date)
- ✓ **Approved By:** _____ (Signature & Date)
- ✓ **CFO Approval (if required):** _____ (Signature & Date)

6. Additional Information

- ✓ **Comments or Notes**