



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: _____