

Expense Authorization and Purchase Order

Expenditure Authorization/Purchase Order Number _____
(you must see finance to get a purchase order number)

Person Making Request: _____ Date _____

Budget Line item: _____

Reason for Request: _____

Description	Quantity	Unit Cost	Total Cost
Total Requested Amount:			

Vendor: _____
Address: _____

Approved: _____ Approved: _____
Supervisor *Executive Director or
Director of Operations*