



PRESBYTERIAN COLLEGE

Expenditure Approval Request

Date _____

Department Budget to Charge _____

- Pre-approval of any expenditure \geq \$500 (e.g. small equipment, supplies, speakers, etc.)
(Note: Please use the Travel and Entertainment (T&E) Form to obtain approval for travel)
- Pre-approval of recurring expense (e.g. utilities, monthly services, etc.)
(Recurring expenses approval must be renewed annually)

Summary of Request

Total Cost _____ This is the Estimated Cost - or - Actual Cost
(Please include Tax, Shipping, and Handling)

Method of Payment Accounts Payable - or - Credit Card - or - Both A/P and Credit Card

Vendor and Description (Please include details)	Orgn.	Acct.	Amount

Requested by _____ Extension _____

Requisitioner Signature Date

Department Head Signature Date

Officer Signature Date

EVP Finance or Treasurer Date
(If over \$10,000)

* Please attach copy to invoice or credit card statement *