



PRESBYTERIAN COLLEGE

Expenditure Approval Request

This form should be used when the expense requested is larger than an employee’s authorized spending limit, or to request pre-approval for recurring expenses expected to be greater than an employee’s authorized spending limit.

Date: _____

Description of Expense: _____

Total Cost, including taxes and shipping: \$ _____ Actual Estimated

Payment Method: Accounts Payable Credit Card

Vendor	Organization/Department	Account	Amount

Requisitioner Signature

Department Chair/Head Coach/Director/Dean of Graduate School Signature (up to \$500)

Controller/Director of Campus Services Signature (up to \$2,500)

President’s Cabinet Signature (up to \$5,000)

Vice President of Finance & Administration/President Signature (\$5,000 or greater)