

# Expense Request Summary Sheet

Date: \_\_\_\_\_

Request No.: \_\_\_\_\_

Department: \_\_\_\_\_

Requested By: \_\_\_\_\_

Contact: \_\_\_\_\_

## Expense Details

#	Description	Date	Category	Amount (USD)	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
Total				_____	

## Purpose of Expense

\_\_\_\_\_

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Approval: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- Ensure all supporting documents are attached with this summary sheet.
- Every entry should provide clear and accurate descriptions.
- Approvals from relevant authorities are mandatory before processing expenses.
- Incomplete or incorrect forms may result in delays or rejection of the request.

- Maintain a copy of this summary for your records.