

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.