

# Departmental Expense Approval Memo

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

To: Department Head  
From: \_\_\_\_\_  
Department: \_\_\_\_\_  
Subject: Request for Expense Approval

Description of Expense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item	Purpose	Amount
_____	_____	_____
_____	_____	_____
		Total _____

Justification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Approved by (Department Head)

- Attach supporting documents such as invoices or quotations.
- Ensure all sections are completed for timely processing.
- Approval is required before incurring any expense.
- Keep a copy of this memo for departmental records.