

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.