

Official Expense Request Approval Memo

To: Finance Department

From: [Your Name / Department]

Date: [Date]

Subject: Request for Expense Approval

Requester Name:
[Requester's Full Name]

Department:
[Department Name]

Expense Type:
[e.g., Supplies, Travel, Training]

Project / Purpose:
[Project Name or Short Purpose Description]

Date Needed:
[MM/DD/YYYY]

Expense Details

Description	Quantity	Unit Cost	Total
[Item 1 description]	[Qty]	[Unit Price]	[Total]
[Item 2 description]	[Qty]	[Unit Price]	[Total]

Grand Total: [Total Amount Requested]

Justification:
[Provide brief justification for the expense request, explaining why this approval is needed.]

Requested by

Name:
Date:
Reviewed by / Immediate Supervisor

Name:
Date:
Approved by / Finance

Name:
Date:

Important Notes

- All expense requests must be approved prior to incurring costs.
- Attach relevant supporting documents such as quotations or receipts.
- Incomplete forms will delay the approval process.
- Ensure accurate and clear breakdown of all expenditure items.
- Subject to further review and compliance with organizational policies.