

# Project Expense Approval Memo

Date: \_\_\_\_\_  
To: \_\_\_\_\_ (Approving Authority)  
From: \_\_\_\_\_ (Requester/Department)  
Project Name: \_\_\_\_\_  
Project Code/Number: \_\_\_\_\_

## 1. Purpose

Briefly describe the purpose of this expense and its relevance to the project.

## 2. Expense Summary

Description	Vendor/Supplier	Date Needed	Amount (USD)
_____	_____	_____	_____
_____	_____	_____	_____
			Total: _____

## 3. Justification

Explain why this expense is essential for the project and any supporting details.

## 4. Budget Availability

Confirm availability of budget for this expense:  
[ ] Yes, within budget [ ] No, requires additional approval  
Notes:

Prepared by:

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

Approved by:

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

## Important Notes:

- Ensure all supporting documents and quotes are attached for review.
- Obtain appropriate approvals before incurring or committing any expenses.
- Check that the requested expenses align with project objectives and budget limits.
- Retain a copy of this memo for audit and project documentation purposes.