

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.