

Departmental Expense Approval Request Sheet

Department

Requested By

Date

Purpose/Description

Expense Details

Item/Service	Vendor	Quantity	Unit Cost	Total
<input type="text" value="e.g. Office Chair"/>	<input type="text" value="Vendor Name"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount Requested

Approval

Manager/Supervisor Name

Approval Date

Signature

Important Notes

- Ensure all expense items and amounts are accurate and justified.
- Submit supporting documents (invoices, quotations) along with this form.
- Approval must be obtained before any purchase or commitment is made.
- All departmental policies and spending limits must be adhered to.
- Incomplete forms may cause delays or rejection of the request.