

Departmental Expense Approval Request Sheet

Department	e.g. Finance, IT
Requested By	Full Name
Date	

Brief purpose or description
Purpose/Description

Expense Details

Item/Service	Vendor	Quantity	Unit Cost	Total
e.g. Office Chair	Vendor Name			

Total Amount Requested

Approval

Manager/Supervisor Name	Manager/Supervisor
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Approval Date	
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Signature	(For physical form)
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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.