

# Emergency Expense Approval Form

Date of Request

Requestor Name

Department/Section

Description of Emergency Expense

Amount Requested

Currency

Justification for Emergency

Proposed Vendor/Payee (if applicable)

Payment Method

Needed By (Date/Time)

Supporting Documentation (List)

Requestor Signature

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Date

Supervisor/Manager Approval

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Date

Finance/Accounts Approval

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Date

- Ensure all information is accurate and complete before submission.
- Attach supporting documentation wherever possible (receipts, quotations, memos).
- Emergency expenses should only be used for situations that cannot wait for normal approval processes.
- All approvals must be obtained before the expense is incurred when possible.
- Retain a copy of the approved form for audit and record-keeping purposes.