

Project-Based Expense Authorization Document

Project Information

Project Name:	Website Revamp Initiative
Project Manager:	Jane Smith
Department:	IT & Web Services
Project Code:	WR2024-05
Period Covered:	June 2024 - August 2024

Expense Details

Description	Category	Amount (USD)	Justification
UI/UX Design Contractor	Outsourcing	3,500	Expertise required for improved user experience
Cloud Hosting Upgrade	IT Infrastructure	1,200	Performance and reliability enhancement
Stock Images & Assets	Materials & Supplies	600	High-quality visuals for new website
Testing Devices	Equipment	950	Cross-device compatibility testing
Total Requested		6,250	

Authorization

Prepared by:

Date: _____
Name: Jane Smith
Approved by:

Date: _____
Name: Michael Lee

Important Notes

- Authorization is only valid for the specific project and period referenced above.
- All expenses must be supported with original receipts and documented justification.
- Any changes to the authorized amounts or categories require prior written approval.
- This document serves as the primary record for project-related expenditures.

