

Department of Finance and Administration

Date: June 18, 2024
To: Chief Financial Officer
From: Department Head, Marketing

Department Expense Approval Letter

Dear Sir/Madam,

I am writing to formally request approval for the following departmental expenses, as detailed below. All expenses have been reviewed and are deemed necessary for the efficient operation of the department.

Kindly review the proposed expenditures and grant approval as appropriate.

Expense Item	Description	Amount (USD)	Purpose
Training Workshop	External digital marketing course fees	1,200	Staff Skills Enhancement
Office Supplies	Printer cartridges, notepads, pens	350	Daily Operations
Advertising	Social Media Ad Campaign (Q3)	2,000	Brand Awareness

Please find the detailed breakdown attached, should further clarification be needed.

Thank you for your attention to this request. I look forward to your approval.

Sincerely,

Department Head, Marketing
Date: _____

- All expense approval letters must be accompanied by supporting documents and itemized receipts wherever possible.
- Ensure the justification for each expense is clearly stated for transparency and audit purposes.
- This document must be signed by the department head before being submitted for approval.
- Retain a copy for departmental records and submit the original to the finance office.
- Approval is required before incurring any listed expenses.