



# Purchase/Expenditure Request Form

This form is to be used when an expenditure is requested.

Date: \_\_\_\_\_

Please issue purchase order/purchase approval to:

In the amount of \_\_\_\_\_, to be expended on Purchase date \_\_\_\_\_  
to purchase \_\_\_\_\_

Charge To Account: \_\_\_\_\_

(please list account #) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail Check: \_\_\_\_\_

This is a reimbursement: \_\_\_\_\_

This amount will not be reimbursed: \_\_\_\_\_

This amount will be reimbursed: \_\_\_\_\_

Signed: \_\_\_\_\_

Purchase Order #/Purchase Approved: \_\_\_\_\_