

EXPENSE AUTHORIZATION

2008 / 2015 _____ BOND Project _____ R&R Project F _____

Request Date: _____ Requisition # _____

Project Name: _____

Fund: _____

Procurement

Org: _____

Method _____

Acct: _____

Contract # _____

Project Number: _____

Bldg. Number: _____

Fixed Asset

Location Code: _____

Custodian of fixed asset: _____

Project Info: _____

Vendor Name: _____ Quote # _____

Vendor Contact Name & Phone _____

Board Approval Date: _____

PO Requested Amount: \$ _____

Email PO To: _____

Vendor's Email: _____

Project Mgr Signature: _____ Date: _____

Director Signature: _____ Date: _____

STANDING PO: YES or NO