

BEST BUDDIES Proposed In-Office Expense Form

Review AP Distribution for current allocation:
Sharepoint / Homepage/AP Distribution

Requestor Name: Julie Torres
 Requestor Position: VP, HR and Ops
 Region/State/Department: HQ

DATE	PAYABLE TO	PURPOSE OF EXPENSE	SPECIAL INSTRUCTIONS	ACCOUNT CODE <small>select from drop-down</small>	COST CENTER <small>select from drop-down</small>	LOCATION CODE	PROJECT ID	AMOUNT
3/12/22	Merchandise	staff appreciation		51243 - Fixed Assets	NATIONAL - 001	HR - 101		\$139.60
TOTAL								\$139.60

Julie Torres

 Employee Signature

10/22/2024 3/15/2022

 Date

Approval Signature _____

 Date

- Approval limits must be followed:**
- Program Supervisor - \$300
 - Deputy Directors, Directors, Area Directors & Managers - \$600
 - State and Regional Directors - \$1,000
 - Senior Directors & Vice Presidents - \$2,000
 - Senior Vice President, Operations & Programs - \$5,000