

# BEST BUDDIES

## Proposed In-Office Expense Form

Requestor Name:   
 Requestor Position:   
 Region/State/Department:

**Email Subject:**  
 Please ensure we are putting the correct Subject in the email for Credit Card Request, ACH & Check Request.  
 Subject Line Format Example:  
**CHECK REQUEST - BBFL - FASTSIGN - \$586.03**  
**CREDIT CARD REQUEST - BBIA - STAPPLES - \$800.00**  
**ACH - BBFL - FASTSIGN - \$586.03**

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

DATE	VENDOR NAME	ADDRESS	W9	SPECIAL INSTRUCTIONS	ACCOUNT CODE <small>select from drop-down</small>	COST CENTER <small>select from drop-down</small>	PROJECT ID	AMOUNT	
7/11/22	Tech Soup	<a href="#">Loading</a>	<a href="#">Loading</a>		51242 - IT Services			\$60.00	Incomplete
		<a href="#">Loading</a>	<a href="#">Loading</a>						Pending
<b>TOTAL</b>									

*Corey Yugler*  
 \_\_\_\_\_  
 Employee Signature

7/11/2022  
 \_\_\_\_\_  
 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