

# BEST BUDDIES Proposed In-Office Expense Form

Requestor Name: Megan Garcia  
 Requestor Position: SD, Special Events  
 Region/State/Department: Miami HQ / Special Events

**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
1/22/25	BB MERCH		<b>W9 is required</b>		71500 - Stewardship	NATIONAL - 001	Special Events	\$ 85.60
		<u>Loading</u>	<u>Loading</u>					<u>Pending</u>
<b>TOTAL</b>								<b>\$ 85.60</b>

*Megan Garcia*

Employee Signature \_\_\_\_\_

1/22/2025

Date \_\_\_\_\_

*Megan Garcia*

Approval Signature \_\_\_\_\_

1/22/2025

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