

BEST BUDDIES

Proposed In-Office Expense Form

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

Requestor Name: Martha Lagarde
 Requestor Position: Regional Director
 Region/State/Department: Region2/Florida/Programs

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
2.11.25	BBI Merch	various merch items for walk stewardship order attached with specifics	final invoice	77219 - FL SoFL Walk- Misc.	FLORIDA - 008	MIAMI, FL - 024	misc	\$780.00
TOTAL								\$780.00

Martha Lagarde

Employee Signature

2.11.25

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