

BEST BUDDIES Proposed In-Office Expense Form

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

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

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
3.12.2025	Best Buddies	merch order- sweatshirt	final invoice	77215 - FL SoFL Walk- General	FLORIDA - 008	MIAMI, FL - 024	misc	\$71.31
TOTAL								\$71.31

Caroline Bascombe

Employee Signature

3.12.2025

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