

# BEST BUDDIES

## Proposed In-Office Expense Form

Requestor Name: \_\_\_\_\_ Chaya Howard  
 Requestor Position: \_\_\_\_\_ Director, Operation and Programs  
 Region/State/Department: \_\_\_\_\_ Colorado

**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 select from drop-down	COST CENTER select from drop-down	PROJECT ID	AMOUNT	
3/12/25	Best Buddies	100 Southeast Second Street Suite 2200	W9 is required		51900 - Public Awareness - Colorado	COLORADO - 035	MISC	3.10 (plus shipp	Incomplete
			W9 is not required						Pending
			W9 is not required						Pending
			W9 is not required						Pending
			Loading						Pending
<b>TOTAL \$</b>								<b>32.81</b>	

*Chaya Howard*  
 Employee Signature

**Approval limits must be followed:**  
 • Program Supervisor - \$300  
 • Deputy Directors, Directors, Area Directors & Managers - \$600  
 • State and Regional Directors - \$1,000

4/3/2025

\_\_\_\_\_ Date

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

\_\_\_\_\_ Date