

BEST BUDDIES Proposed In-Office Expense Form

Requestor Name: Corey Yugler
 Requestor Position: Senior Director, Training & Development
 Region/State/Department: HR

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 current allocation:
 Sharepoint / Homepage/Al Distribution

DATE	VENDOR NAME	ADDRESS	W9	SPECIAL INSTRUCTIONS	ACCOUNT CODE select from drop-down	COST CENTER select from drop-down	PROJECT ID	AMOUNT	
4/24/25	BBi	For AKS photo shoot	W9 is required		51250 - Misc Office Expense	NATIONAL - 001		\$ 52.00	Incomplete
			W9 is not required						Pending
			W9 is not required						Pending
			W9 is not required						Pending
			Loading						Pending
TOTAL								\$ 52.00	

AP Distribution

Corey Yugler

Employee Signature

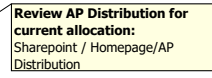
Approval limits must be followed:
 • Program Supervisor - \$300
 • Deputy Directors, Directors, Area Directors & Managers - \$600
 • State and Regional Directors - \$1,000
 • Senior Directors & Vice Presidents - \$2,000

4/25/2025

Date

Approval Signature

Date



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