

# BEST BUDDIES Proposed In-Office Expense Form

Requestor Name: \_\_\_\_\_ Lezlye Zupkus  
 Requestor Position: \_\_\_\_\_ State Director  
 Region/State/Department: \_\_\_\_\_ CT

**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
4/17/25	BBi Merch	Headquarters	<u>Loading</u>		77159 - CT Friendship Walk- Misc.	CONNECTICUT - 006	misc	\$350.00
		<u>Loading</u>	<u>Loading</u>					
TOTAL								

Incomplete

Pending

*Lezlye Zupkus*

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

4/17/2025

\_\_\_\_\_  
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