BEST BUDDIES
Proposed In-Office Expense Form

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

Email Suject:
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

AP Distribution

DATE	VENDOR NAME	ADDRESS	W9	SPECIAL INSTRUCTIONS	ACCOUNT CODE select from drop-down	COST CENTER select from drop-down	PROJECT ID	AMOUNT
11/4/25	**Best Buddies Shop**	**100 Se 2nd.St Miami, Fl 33131**	W9 is required		*52202 - Program Events*	*FLORIDA - 008*	Eunie's Buddies	$ 56.00
		Loading	Loading					
							TOTAL	**$ 56.00**

Pending

Daniel Santos
Employee Signature

11/4/2025
Date

Approval Signature

Date

Apprval 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