

BEST BUDDIES

Proposed In-Office Expense Form

Requestor Name: Sarah Jeter
 Requestor Position: Area Director
 Region/State/Department: North Florida

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	
3/3/26	Best Buddies International Shop		W9 is required		77319 - FL Tallahassee Walk- Misc	FLORIDA - 008	Jeter	\$ 1,855.35	Incomplete
			W9 is not required						Pending
			W9 is not required						Pending
			W9 is not required						Pending
			Loading						Pending
TOTAL								\$ 1,855.35	

Sarah Jeter

 Employee Signature

Approval limits must be followed:

- Program Supervisor - \$300
- Deputy Directors, Directors, Area Directors & Managers - \$600
- State and Regional Directors - \$1,000

Approval Signature _____

3.3.26

 Date

3.3.26

 Date