

BEST BUDDIES

Proposed In-Office Expense Form

Requestor Name: Athenna Crosby
 Requestor Position: Development Coordinator
 Region/State/Department: San Diego, California

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		
4/2/26	Best Buddies Online Shop		W9 is required		78960 - CA San Diego Walk - MISC	CALIFORNIA - 003		\$ 896.25	Incomplete	
			W9 is not required						Pending	
			W9 is not required						Pending	
			W9 is not required						Pending	
			Loading						Pending	
TOTAL								\$	896.25	

Athenna Crosby
 Employee Signature

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

4/2/2026

_____ Date

Approval Signature

_____ Date