

BEST BUDDIES

Proposed In-Office Expense Form

Requestor Name: Avery VanMiddleworth
 Requestor Position: Manager, Mission Advancement
 Region/State/Department: Indiana

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 - STAPLES - \$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 | |
|-----------------|--------------------|---------|--------------------|----------------------|--|---|------------|---------------|------------|
| 4/28/26 | Best Buddies Merch | | W9 is required | | 77443 - IN Friendship Walk - Marketing | INDIANA - 026 | Misc | \$ 641.20 | Incomplete |
| | | | W9 is not required | | | | | | Pending |
| | | | W9 is not required | | | | | | Pending |
| | | | W9 is not required | | | | | | Pending |
| | | | Loading | | | | | | Pending |
| TOTAL \$ | | | | | | | | 641.20 | |

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

Avery VanMiddleworth
 Employee Signature
 [Signature]

4/28/26
 Date
 4/28/26
 Date