

BUDGET EXPENDITURE VERIFICATION FORM

PLEASE NOTE: THIS FORM IS ONLY TO BE COMPLETED IF THE REQUISITION BEING ENTERED EXCEEDS \$25,000 AND IS INCLUDED IN THE CURRENT E&G, AUXILIARY OR DISTRICT BUDGET.

This is to verify that the purchase being requested below appears in the budget of the current fiscal year, as approved.

Requisition No. _____ Vendor Name: _____

Account No. _____ Budget: ___ E&G ___ Auxiliary ___ District

Page No. _____ Department: _____

ITEM AS LISTED IN BUDGET: _____

PURPOSE OF ITEM: _____

Department/Division Director _____ Date

Vice President of Budgetary Unit _____ Date

Additional Remarks:

Director of Purchasing _____ Date