

**REQUEST FOR EXPENDITURE OF OVER \$500.00**

**DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**AMOUNT OF REQUEST:** \_\_\_\_\_

**FOR:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**PLEASE PROVIDE A NARRATIVE EXPLANATION AS TO THE SERVICE TO BE PROVIDED OR THE ITEM SOUGHT TO BE PURCHASED AND THE NECESSITY FOR IT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE PROVIDE THREE QUOTES FOR THE SERVICE OR ITEM SOUGHT TO BE PURCHASED:**

\_\_\_\_\_ **QUOTE:** \$ \_\_\_\_\_

\_\_\_\_\_ **QUOTE:** \$ \_\_\_\_\_

\_\_\_\_\_ **QUOTE:** \$ \_\_\_\_\_

**PLEASE NOTE WHICH QUOTE TO BE ACCEPTED**