



RFE (REQUEST FOR EXPENDITURE)

This form is required to be filled out completely for any purchases over \$250.
Document requires approval from CEO, COO, CFO, VP of Operations or VP of Sales.

Date of Request: _____ Requested By: _____ Was this item budgeted: Y or N

Vendor(s) if applicable: _____

Description of item(s) to be purchased: _____

Purpose: _____

Total Cost: _____

Cost Justification: _____

Estimated Life in Years: _____

Approved By: _____ Title: _____ Date: _____