

# Expense Authorization Form

## Emery County School District

Instructions: This form is used to document approval of expenditures. Employees should complete this authorization form and submit it, along with receipts, invoices, and any other documentation, to the appropriate supervisor for approval.

\$0 - \$500 (School or District Accounts): Approval given by a Principal, a Principal's designee, or a District Supervisor

\$501 - \$5,000 (School Accounts): Pre-approval must be given by Principal. Minimum (2) competitive quotes required if over \$1,000.

\$5,000 and above (School Accounts): Pre-approval must be given by Business Administrator. Minimum (2) competitive quotes required.

Record-keeping: School or District staff should keep this completed form along with the documentation of the actual purchase.

Description of Item(s) or Service(s) to be Purchased:

Purpose of Expenditure:

For Pre-Approval (over \$500): Estimated Cost of Proposed Expenditure

Requestor Signature: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date:

Account(s):