Region IV
Grant Expenditure Request

Requesting-Agency: _____ Date: _____

Project Name: _____ Project Number: _____ Project Year: _____

Payee Name: _____ Agency Contact: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone: _____ Phone: _____

AEL	Item Number and Description	Quantity	Cost Each	Ext. Cost	Region Use
					Received:
					PO#
					Check #
					Date Paid:
					Date Cleared:
					Balance:
		Total Cost:			

Autorization Signatures	Printed Name	Date
Agency:		
Committee:		
Board Chair:		

An approved expenditure request is required prior to the expenditure of grant funds.
Expenditures of $0-$999 require a qoute prior to submitting request.
Expenditures $1,000 and above require three formal qoutes prior to submitting request.
Expenditures of $10,000 and above for a single item requires the issuance and award of a formal RFP prior to submitting this request.