Power Hawks Robotics Club, Inc.

EXPENDITURE AUTHORIZATION FORM

1498 Lee Way
Edgewater, MD 21037P
Phone 410-798-9203

Reimbursement: _____

Quote Approval: _____

Team Number: _____

<u>Directions for Use of this Form</u>: Use this form to request permission to purchase item(s) that will be billed to the Power Hawks Robotics Club, Inc. You also need to fill out this form if you have already spent funds and are submitting invoices for reimbursement.

Requested by: _____ Date Requested: _____

For (please circle one): Robot-Build / Robot-Prototype / Fundraiser / Events / Spirit
Competition Costs / Travel / Food / Other

Quantity	Cost	Description/Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vendor Name: _____ Total Estimated Spending: $_____

Vendor Address: _____ Total Actual Spending: $_____

_____

Vendor email and website: _____

Additional Information about expenditure Request: _____

_____

Authorization:

Authorized by: _____ Date Approved: _____

Amount Approved: _____

Memo: _____