

Distribution	SUBJECT	Date
	REQUEST FOR EXPENDITURE APPROVAL	09/01/2014

PURPOSE: To request permission to purchase items not authorized by an existing purchase order

FORM: C-195-A

PROCEDURE:

1. Can be issued by PM, Super or Property Management
2. Obtain price quote from vendor
3. Complete form and fax or email to CM with vendor quote
4. If approved construction cost, CM will issue PO
5. If property expense, CM will return to site manager to process
6. If denied, CM will check Expenditure Denied and return to PM and/or Super

EXAMPLE

REQUEST FOR EXPENDITURE APPROVAL

Cost Code 76-0913 Description DRYWALL LABOR

Property: Rolling Hills Apartments

Unit Number #15 1BR COMMUNITY ROOM 2BR 3BR

Unit Status: Occupied Vacant On Notice

Date Submitted: 3/17/14

Submitted by: MAC

Vendor Name: DANNY BAIN DRYWALL

Approved Vendor: Yes No

Amount Requested: \$ 2000.00

Date of Bid/Estimate: 3/17/14

Description of Work/Materials: HANG CONTRACTOR SUPPLIED DRYWALL
(FLOOR, CEILING & WALL) SUB TO SUPPLY ALL SCREWS, TAPE, COMPOUND
& TEXTURE

ATTACH VENDOR BID OR ESTIMATE

FAX TO 727-447-5516

For Home Office Use Only

 Property Expense. Manager to issue FMC PO.

Rehab Cost. Home Office to issue PO
FDC PO Number 76-0913-A15-01
Copy Attached Yes No

 Expenditure Denied. Do not authorize.

Comment:

By: C. Manager Date: 3/21/14

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