

Non-Budgeted Expenditure Request Form
Office of the Superintendent

Any expenditure not addressed in the approved budget MUST be approved by the Superintendent. This form details the acceptable protocol for consideration of a non-budgeted request.

Protocol:

1. Request submitted by cabinet member to Superintendent
2. Forward request to the Chief Financial Officer (CFO) for funding source(s)
3. CFO returns to Superintendent
4. Disposition determined by Superintendent
5. Final recommendation to cabinet member for distribution to requestor(s)

Submitted by: _____	Department: _____
Product or Service Requested: _____	
Total Cost: _____	
Emergency / Pressing Need: _____	

Cabinet Member's Signature: _____	
Date: _____	

If approved, expenditure funding source: _____	
Chief Financial Officer: _____	Date: _____

Disposition: APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>	
Superintendent: _____	Date: _____