# Foundation Requisition for Expenditure

**Requesting Department:**

**Date:**

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**Payee & Address:**

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**Payee Status:**

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**Description**

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<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Invoice Date</th>
<th>Acctng. Use</th>
<th>Amount</th>
<th>Fund #</th>
</tr>
</thead>
</table>

|  |  |  |  |  |

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**TOTAL**  
0.00

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**Authorized By:**

**Date:**

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**Authorized By:**

**Date:**

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**Prepared By:**

- **Box:**
- **Phone:**

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**Mail to Payee**

**Return to Preparer**

**Call for Pickup**

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**Other notes from you:**

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Submit to: ACCOUNTS PAYABLE, BOX 2

Questions to: Jenny @ x3802