



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

Expenditure Request Form

Prior approval is required by Grant Administrator or CBO for expenditures greater than \$300 related to projects funded by federal grants that will be reimbursed or purchased with a Procard. This form is required to obtain this approval.

Date of Request: _____

Grant: _____

Banner Fund Number: _____

Person making purchase: _____

Vendor Name: _____

Estimated Amount of Purchase: _____

(Attach quote if possible. No purchases of IT related electronic equipment such as cell phones, laptops, tablet computers, desktop computers or printers may be made using a procurement card costing more than \$200.)

Purpose of Purchase: _____

Approved by: _____

Signature: _____

Date: _____