

Expenditure Request for Business Board Approval

Submit to businessboard@fcbc.org at least one week prior to BB meeting.



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This form provides essential information for an expenditure request to be approved by the Business Board. The purpose is to gather necessary information in an orderly format in order to explain, clarify and expedite the approval process. Copies of supporting documents (e.g. bids, contracts, references, schedule, cost analysis) should be attached.

1. Department/Ministry:	2. Amount:	3. Type of Expenditure: <input type="checkbox"/> - Budgeted <input type="checkbox"/> - Unbudgeted
4. Department Head:	5. Contact Info:	6. Need Date:
7. Brief Description of Expenditure (what is being purchased?)		
8. Purpose of Expenditure (what is the purpose of this expenditure?)		
9. Statement of Work (what are the measurable deliverables and schedule?)		
10. Contracts, Obligations, Risks and Liabilities (please also review with Trustees)		
11. Warranty, Service, Maintenance and Sustainability Requirements (what are the post-purchase costs?)		
12. Type of Payment (what are the method and schedule of payments?)		
13. External References and Competitive Bids (required if expenditure exceeds \$5,000)		
14. Other Information (e.g. vendor info, alternative solutions, cost analysis, accountability)		

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BB Chairperson Approval Signature

Date

Amount Approved