**Name & Address** **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

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**Name of Project**: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **PCA Code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Check Required**: When Possible

**Purpose and Description of Expense** (attach all receipts):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Acct: \_\_\_\_\_ Miles: \_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Acct: \_\_\_\_\_ Miles: \_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Acct: \_\_\_\_\_ Miles: \_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Acct: \_\_\_\_\_ Miles: \_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Acct: \_\_\_\_\_ Miles: \_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Acct: \_\_\_\_\_ Miles: \_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Acct: \_\_\_\_\_ Miles: \_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Acct: \_\_\_\_\_ Miles: \_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Acct: \_\_\_\_\_ Miles: \_\_\_\_\_

**Total:** \_\_\_\_\_\_\_\_

**Requestor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_