

REQUEST FOR EXPENDITURE (RPE)

DATE OF REQUEST

VENDOR INFORMATION

VENDOR NAME

MAKE CHECK PAYABLE TO

ADDRESS

AMOUNT

CITY/STATE/ZIP

PURPOSE OF EXPENDITURE

APPROVAL

REQUESTED BY

LOCAL APPROVAL

DATE FUNDS WILL BE NEEDED

DATE APPROVED

Submit RFE to Finance Officer for expenditures not less than 20 days before required disbursement. Requests in excess of \$1,500 require approval by Wing Finance Committee.