

**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.**