

# Expenditure Request Approval Form

Instructions:

This form and the following requirements will need to be completed for all expenditures.

Expenses related to health, dental, insurance, car repairs, legal fees or fines, housing/utilities, etc. will need to have a **copy of the expense** with student's name and information concerning the expenditure requested.

(Dental and vehicle repairs require up to three quotes before approval determined.)

Expenditures will be broken up into four groups:

- **All** expenditures associated with **legal costs** require pre-approval of the expense.
- Under \$100: No notification or action is necessary. Please document in house.
- \$100 – Under \$250: Send notification of expenditure to state staff and include completed form below. No approval is needed.
- \$250+: Email OKDHS and ODCTE state staff for approval and include completed form below. **Please allow up to 5 business days for response from state staff.**

Indicate funding steam: Federal \_\_\_\_ State \_\_\_\_ Carryover \_\_\_\_

- 1) Date of request
- 2) Name of student and student's case number
- 3) What is expenditure? Amount being requested? (Attach verification)
- 4) Student's program of study / length of time in program
- 5) Number of times student has been assisted by program thus far (list date, reason, and amount)
- 6) Student's attendance and progress in program thus far (How many absences for current semester?)
- 7) Have flex funds been requested from DHS? When and how much? (Not required for legal fees or fines. Definitely need prior to dental services beginning.)
- 8) Has student made arrangements or attempted to resolve the issue? (If so, please describe what they have done.)
- 9) Other pertinent information

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Signature of Coordinator/Director

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Date