



ROCKY MOUNTAIN COLLEGE

Expenditure Pre-Approval Form

Program: _____

Individual Requesting: _____

Account Number: _____

Initial Budgeted Amount: _____

Available Budget: _____

Requested Amount: _____

Detailed Description:

Submit this form to Halle Labert (Halle.Labert@rocky.edu) BEFORE ordering. Use a separate form for each order. Please provide a reasonably detailed description of the items being purchased and their purpose.