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| **EOC Expenditure Authorization Form** |
| **Event:**  | **Date:**  | **EAF#:** |
| **EMCR Task #:**  | **Time:**  |  |
|  |
| **Requesting Organization/Community:**  |
| **Authorized Representative:** | **Name:**  | **Location:**  |
| **Telephone:**  | **Fax:**  | **Email:**  |
| **Description of Expenditure:** (include nature of goods and/or services being acquired/provided, desired outcome, location, date/time planned…) |
|  |
| **Amount Requested:** |  | **Expenditure** **Not to Exceed:** |  |
|  |
| **EOC Approvals** | Approved for Processing by: | Expenditure Request Approved by: |
| Position:       | Position: EOC Director (or designate) |
| Date/Time:       | Date/Time:       |
|  |
| **PREOC Approvals** | Approved for Processing by: [ ]  Not Approved | Expenditure Authorized by: |
| Position: Operations Section Chief | Position: PREOC Director (or designate) |
| Date/Time: | Date/Time: |
| **Distribution:** [ ]  EOC Director [ ]  PREOC Director [ ]  EOC Operations Section [ ]  PREOC Operations Section [ ]  EOC Planning Section [ ]  PREOC Planning Section [ ]  EOC Logistics Section [ ]  PREOC Logistics Section [ ]  EOC Finance & Admin Section [ ]  PREOC Finance & Admin Section [ ]  Other:      [ ]  Other:       |
| **Comments:** |