Date:

To: Amy Nostrand, Leslie Schaffer *(send forms to Amy and Leslie)*, Katie Lapp

From:

Business Unit:       Department:

Type of Expenditure[[1]](#footnote-1):

Vendor (if relevant):

Expenditure Timeline (i.e., start date, completion date):

Estimated Cost:

One-time: [ ]  On-going: [ ]

**Rationale for Expenditure**

1) Please describe the strategic purpose of the expenditure, including its urgency and its expected benefits (attach related cost details).

2) Please provide a description of the off-setting savings (e.g., vacancy savings, other non-personnel area). Provide additional support as needed.

3) What other alternatives were considered? What are the costs and risks of these alternatives?

**Local Approval Signatures**

Finance/Budget (local): Date:

Business Unit Vice President: Date:

**Office of Executive Vice President Approval**

Date:

[ ]  Approved [ ]  Not Approved [ ]  Need More Information

Signature: Date:

 Amy Nostrand, Assistant Vice President for Finance and Administration

OR:

Signature: Date:

 Leslie Schaffer, Senior Director of Finance, Central Finance and Administration

1. “Expenditure” includes total project or initiative cost that may span a period of time [↑](#footnote-ref-1)