



General Operations Expenditure Request

Submitted By (please print)

Date

Project Background/Description: (What influenced this project, its purpose, and who is involved.)

Affected Parties: (Who will be impacted and how?)

Specific Exclusions from Scope (How do you plan to roll out the project?)

Implementation Plan (What you propose to do and how you're going to meet your goals.)

Timeline/Schedule: (When do you expect this project to be finished?)

When is money needed by?

We approve the project as described above and authorize the ministry to proceed.

Approved By (signature)

Printed Name

Date

Approved By (signature)

Printed Name

Date