



Wyoming Guardians *Ad Litem* Program

Empowering youth & families through legal advocacy

Administrative Expenditure Authorization Approval

In accordance with *GAL Program Policy M: Expenditure Approval & Reimbursement*, this form must be submitted to the GAL Program Fiscal Staff prior to any expense incurred by the GAL Program.

Requester: Please complete each section thoroughly and submit through e-mail or via hand-delivery to Leesha McFarland, Policy & Fiscal Analyst for the Wyoming GAL Program for routing and approval.

SECTION ONE: REQUESTER INFORMATION

Name:		Date:	
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Note: If GAL Program Administrator is the requester of expense, then this form must be routed to the Office of the State Public Defender for review and approval in accordance with The GAL Program Internal Control Policy

SECTION TWO: VENDOR INFORMATION

Name of Vendor:			
Amount Requested:			
Paid via: <i>(choose one)</i>	<input type="checkbox"/> WOLFS by invoice	<input type="checkbox"/> Purchase Card	
Description of Expense: <i>(Describe the purpose of this expense and why it is needed)</i>			

SECTION THREE: REVIEW & APPROVAL

Fiscal Review:		Date:	
Changes Required:			
Expense Approval:		Date:	
Approved Amount:			

<input type="checkbox"/> Request Denied	Reason:	
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Assigned EA Number