# Memorandum

TO: Kathleen Porter

Assistant Vice President, Finance & Accounting

FROM: Click or tap here to enter text.

DATE: 10/10/2023

SUBJECT: Click or tap here to enter text.

The purpose of this memo is to support the purchase made by Click or tap here to enter text. on Click or tap to enter a date. due to the following extenuating circumstances that prohibited the processing of a requisition and purchase order prior to the receipt of goods or services in adherence with College Operating Procedures.

Click or tap here to enter text.

Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| Index: | Dept Name: | Account Code: | Dollar Amount: |
| Vendor Name: | | Expenditure Description: | |

Requested by:

Approved by:

Budget Administrator/Name, Title

Approved by:

Vice President/Name, Title

Approved by:

Kathleen Porter, AVP, Finance and Accounting