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AM-403-1

*m*      ***Expenditure Authorization Request***

**PURPOSE**

AN EXPENDITURE AUTHORIZATION REQUEST (#28-1428-5022) must be completed for the documents listed below if expenditures from the capital budget will be involved:

- Contracts (except real estate contracts).
- CHANGE ORDERS (#28-1428-5087), formerly titled EXTRA WORK ORDERS.

The purpose of this request is to: (1) serve as a document for the recording of all approval signatures necessary for the execution of the contract or CHANGE ORDER; and (2) supply the Bureau of Accounting and Payroll Services with the necessary information for the encumbrance of required funds.

**SUBMISSION**

The EXPENDITURE AUTHORIZATION REQUEST must be submitted to the Bureau of Accounting and Payroll Services (BAPS).

If the contract or CHANGE ORDER requires Board of Estimates approval, BAPS will certify funding availability and forward the EXPENDITURE AUTHORIZATION REQUEST to the:

Change Order Review Committee – In the case of a CHANGE ORDER.  
Board of Estimates – In the case of a contract.

Upon receipt of its approved copy of the EXPENDITURE AUTHORIZATION REQUEST from the Board of Estimates, the Bureau of Accounting and Payroll Services will encumber the required funds.

If the contract or CHANGE ORDER does not require Board of Estimates approval, BAPS will encumber the required funds upon receipt of the EXPENDITURE AUTHORIZATION REQUEST.