



# ALPLM Expenditure Request

Select FY

### Instructions

1. Required for all requested non-travel expenditures \$100 or more. Follow internal division process for expenditures less than \$100.
2. Requester completes known fields and sends to Division Head (budget owner of selected Cost Center).
3. Division Head reviews, verifies that expenditure is appropriate and within budget for **specified budget line**, updates if needed, and approves.
4. Division Head obtains CFO and Exec. Dir. approval as needed (CFO \$5k or more; E.D. \$50k or more, \$20k or more if Hostick/ALPLM Trust).
5. Next step depends:
  - \$100-\$1,999.99 – send to [ALPLM.AP@illinois.gov](mailto:ALPLM.AP@illinois.gov); place order w/vendor (have invoices sent to [ALPLM.AP@illinois.gov](mailto:ALPLM.AP@illinois.gov)).
  - \$2k or more – send to [ALPLM.Procurement@illinois.gov](mailto:ALPLM.Procurement@illinois.gov) or attach to BidBuy Req; Procurement updates and distributes final form to AP and division (Exception: If BidBuy does not apply, send form to [ALPLM.AP@illinois.gov](mailto:ALPLM.AP@illinois.gov)).

Requester's Name

Date

Reimbursement? Yes  No

Short Description/Title

Description of Request Provide details of the goods/services/other requested. Attach additional details/specifications, RFQ, procurement forms, etc.

On November 13th, Heritage Auctions will put up for bid an original 1818 twenty-one star flag.

### Justification

Explain why this expenditure is necessary or beneficial.

These flags are incredibly rare since Alabama joined the Union almost exactly one year after Illinois. While we currently have a 1968 reproduction, owning an original would be of great benefit to the collection.

Amount

Check One:  Estimate  Actual

Cost Center

EMF # or Budget Line name

Payee (if known)

Budget Line

Additional explanation if needed (e.g. multiple cost centers, deadline for goods/services, need for budget transfer, etc.)

Other Comments

Division Head Approval

Date

I certify this expenditure is appropriate and within my allocated budget.

CFO Approval (if app)

Date

CFO Approval required if \$5k or more

Exec. Dir. Approval (if app)

Date

E.D. Approval req'd if \$50k or more (\$20k if Hostick/ALPLM Trust)

Receipt of goods/services confirmed? Yes

Date goods/services received

Initials of person confirming receipt \_\_\_\_\_

BidBuy PO#