



**Talladega College**  
**Program**  
*Expenditure Control Form*  
E-Form 1.2

**PART A TO BE COMPLETED BY REQUESTOR**

1. Name of Requestor  Date

2. Department/Office

3. Source of Expenditure    Restricted Funds     Unrestricted Funds     Program/Sub Program

4. Budget Line Item

5. Purpose of Expenditure (Include Dates)

6. Amount Requested

7. Payable To

8. Date Needed By

9. Requestor Signature \_\_\_\_\_ Date

10. Department Chairman's Signature \_\_\_\_\_ Date

**PART B TO BE COMPLETED BY AUTHORIZED PERSONNEL**

11. Account Code	<input type="text"/>	Amount	<input type="text"/>
Account Code	<input type="text"/>	Amount	<input type="text"/>
Account Code	<input type="text"/>	Amount	<input type="text"/>
Account Code	<input type="text"/>	Amount	<input type="text"/>
12. Fiscal Year	<input type="text"/>	Total	<input type="text"/>

13. \_\_\_\_\_  
(Vice President, Division Chairman's, Dept. Head or Federal Project Director's Signature)

**PART A TO BE COMPLETED BY BUSINESS OFFICE**

14. \_\_\_\_\_  
(Vice President of Administrative and Finance Signature)

15. Check No  Amount of Check

16. Date Paid  P.O #