

E-APPROVAL SAMPLES

Procard purchase:

“Please review the attached invoice/receipt and if correct, please approve by replying “I approve” and provide an index number.”

Vendor name:	Geotech Environmental Equipment, Inc.
Description:	eDNA sampling equipment repairs (2 hrs of labor and parts: toggle switches, power cord, wiring)
Invoice #:	560726
Invoice Date:	8/3/2019
Invoice amount:	\$332.23
Index:	

Travel paperwork:

“Please review the attached travel document, and if correct, approve by replying “I approve” to this email. Details below:”

TRAVELER NAME	John Smith
BUSINESS PURPOSE	To attend and present at SAF 2018 Annual Conference
DESTINATION	Whitefish, MT
DEPARTURE DATE	04/20/2019
RETURN DATE	04/23/2019
INDEX	M65432
TOTAL EXPENSE	\$556.30
REIMBURSEMENT (OR ADVANCE) DUE	\$46.00

Time sheets:

“Please review the attached time sheet, and if correct, approve by replying “I approve” to this email. Details below:”

Employee name	John Smith
790#	790-12-3456
Pay period end date	8/18/2019
Total hours reported	18.00