### **Cost Approval Sheet**

*[Cost Proposal or Expense Title]*

**Submitted by:**[Your Name or Team Name]  
[Your Position or Department]

**Submitted to:**[Approver's Name]  
[Their Position or Title]

**Date:**[Submission Date]

**Purpose:**[State the purpose of the cost approval, e.g., "This document is submitted for the approval of the estimated costs for [specific project or task]."]

**APPROVAL SIGNATURES**

**1. Approved by:**[Name of Approver 1]  
[Position/Title]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Verified by:**[Name of Verifier]  
[Position/Title]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Reviewed by (if required):**[Name of Reviewer]  
[Position/Title]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks (if any):**[Include any special instructions, comments, or notes related to the cost approval.]