

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.]