



# General Operations Expenditure Request

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Submitted by \_\_\_\_\_

Date \_\_\_\_\_

## Overview

**Project Background and Description** (Describe how this project came about who is involved, and the purpose)

**Affected Parties** (Who will be impacted and how)

**Specific Exclusions from Scope** (How do you plan to roll out the project)

**Implementation Plan** (Summarize what you're proposing to do and how you're going to meet the goals)

**Timeline/Schedule** (When do you expect this project to be finished)

**When is money needed by**

We approve the project as described above, and authorize the ministry to proceed.

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date