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AM-101-1-1

m Format for Requests for Board of Estimates' Approval

All requests submitted to the Board of Estimates for approval must be formatted in the following manner, except Expenditure Authorization Request forms, Travel Request forms, and the Bureau of Purchases' list of informal awards.

FROM	NAME & TITLE	CITY OF BALTIMORE MEMO	
	AGENCY NAME & ADDRESS		
SUBJECT			

To:

Honorable President and Members
Of the Board of Estimates

Date:

Dear Mr. President and Members:

ACTION REQUEST OF BOARD OF ESTIMATES:

AMOUNT OF MONEY AND SOURCE OF FUNDS:

BACKGROUND/EXPLANATION:

MBE/WBE PARTICIPATION:

(If applicable. If not, do not include this heading.)

APPROVED BY BOARD OF ESTIMATES

Date

Clerk