BUDGET REQUEST FORM

٠.	OFFICERS' NAMES				
	NAME	NAME	NAME		
	OFFICE/TITLE	OFFICE/TITLE	OFFICE/TITLE		
	ADDRESS	ADDRESS	ADDRESS		
	TELEPHONE #	TELEPHONE #	TELEPHONE #		
2.	SIZE OF ACTIVE MEMBERSHIP _				
	FREQUENCY OF MEETINGS				
4.	FORMAL PURPOSE OF THE ORG	ANIZATION			
5. 6.	PERIOD OF TIME THE GROUP HA				
7.	DEPARTMENTAL CONNECTION _				
8.	OTHER-THAN-STUDENT ADVISOR	RS			
9.	I AM FAMILIAR WITH THE APPLICABLE CITY UNIVERSITY BYLAWS, POLICIES AND REGULATIONS, AI WILL BE HELD RESPONSIBLE FOR ALL BILLS SUBMITTED FOR PAYMENT.				

NAME (OF ORGANIZATION	
BUDGE	T PERIOD	
AUTHO	RIZED SIGNATURE	
	ADVERTISING AND PROMOTION \$	
	CONTRACTUAL SERVICES	
	EQUIPMENT	
	FILMS AND FILM RENTAL	
	HONORIA, PERFORMERS, LECTURERS, BANDS, ETC.	
	INSURANCE	
	PRINTING, POSTAGE, STATIONERY (TYPESETTING, BOOKS)	
	RENT	
	REPAIRS & MAINTENANCE	
	TELEPHONE	
	STIPENDS	
	PERSONNEL SERVICES (SALARIES)	
	SUPPLIES	
	TRAVEL EXPENSE (TRIPS, HOTELS, MEALS, LOCAL TRAVEL, AUTO MILEAGE)	
	REFRESHMENTS	
	TOTAL \$	

NOTE: OTHER CATEGORIES MAY BE ACCEPTABLE IF THEY ARE DEFINED ACCORDING TO FUNCTION.

BUDGETS FOR ORGANIZATION

NAME OF ORGANIZATION	
BUDGET PERIOD	
LIST BELOW, UNDER EACH CATEGORY, AN ITEMIZATION OF EXPENDITURES AS TO EVENT, DATE, CONTRETC. WHEREVER APPLICABLE.	RACTOR
Modification of final approved budgets including transfers from one budget line to another must made in accordance with guidelines established in Section III, I. of the Fiscal Accountability Ha	be ndbool
ADVERTISING & PROMOTION (CAMPUS MEDIA, OUTSIDE MEDIA)	
\$	
	
	
TOTAL ADVERTISING & PROMOTION \$	

CONTRACTUAL SERVICES (E	FEES, SECURITY MEMBERSHIP F	, EQUIPMENT RENTAL	,	
				\$
		TOTAL CONTRACTUAL		\$

Exhibit A

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EQUIPMENT (NAME AND MODEL OF EQUIPMENT)			
		\$_	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
	TOTAL EQUIPMENT	\$ _	
FILMS (NAME OF FILM OR TOPIC OF FILM)			
		\$	
	· · · · · · · · · · · · · · · · · · ·		
		-	
		-	
		-	
		-	
		_	
		_	
		_	
		_	
	TOTAL FILMS	· ·	

Exhibit A

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<u>HONORARIA</u>	(SPEAKERS, PERFORMERS, BANDS, AWARDS)	
		\$
	TOTAL HONORARIA	\$

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INSURANCE (TYPE	OF INSURANCE)	
		\$
	TOTAL INSURANCE	<u> </u>
PRINTING & POSTAGE	(ITEM AND QUANTITY OF TICKETS, STATIONERY, POSTAGE, NEWSLETTERS, NOTICES, BOOKS, COPY, COSTS, FLYERS, SUBSCRIPTIONS, TYPESETTING)	
		\$
		. <u></u>
	TOTAL PRINTING & POSTAGE	<u> </u>
REPAIRS AND MAINTEN	IANCE (TYPE OF REPAIR)	\$
		. Ψ
		·
		·
		·
	TOTAL REPAIRS & MAINTENANC	 E \$

Exhibit A

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TELEPHONE		
		\$
	TOTAL TELEPHONE	\$
STIPENDS (NAME, TITLE, AMOUNT)		
		\$
	_	
	TOTAL STIPENDS	\$
DEDCONNEL (NAME TITLE AND AMOUNT OF CALADY)		
PERSONNEL (NAME, TITLE AND AMOUNT OF SALARY)		•
		\$
	TOTAL PERSONNEL	

SUPPLIES (OFFICE, CLEANING, TYPING, COPY)	
	\$
	
TOTAL SUPPLIES	\$
	·
TRAVEL (DESTINATION AND APPLIED COSTS FOR REGISTRATION FEES, HOTEL ROOMS, MEAL ALLOWANCES, MILEAGE REIMBURSEMENT)	
	\$
TOTAL TRAVEL	
REFRESHMENTS (DESCRIPTION OF EVENT AND COST OF FOOD, SET-UP)	
	\$
	-
TOTAL REFRESHMENTS	- <u></u> <u>S</u> \$
GRAND TOTAL OF ALL LINE	