

FY 2005 Budget Request Form

1. Title of Event: _____

2. Date of Event: _____ 3. Publish this date in Student Handbook: Yes No

4. Purpose/Goal of Event: _____

5. Number of Anticipated Participants: _____

Or check one: Small (less than 10) Medium (10-50) Large (greater than 50)

6. Categories:

Contracted Services = transportation, registration costs, fees for performers or speakers, etc.

Supplies = food, equipment, t-shirts, give-aways, resource materials, etc.

Contracted Services	Description	Vendor	Cost
			\$
Supplies	Description	Vendor	Cost
			\$

Total Amount Approved \$
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Total Cost of Event \$
