

Planning Event Budget Form

Office of Student Activities

Request # _____

Expenses

- * List items individually. If you need additional space please list on separate sheet and attach.
- * If requesting allocated funds, you may or may not receive all funds requested.
- * Attach meeting minutes indicating that club has agreed to the requested amount.
- * Traveling, attach Travel Form, list of students and Vehicle Request Form.

Rental (Helium, tents, popcorn machine, etc.)

Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____

Prizes & Giveaways

Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____

Promotional Items (printing, posters, etc.)

Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____

Contractual (speaker, performer, T-shirts, photographer, etc.)

Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____

Decorations (paper supplies, balloons, etc.)

Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____

Food (JJC has the 1st Right of Refusal)

Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____
Item _____	Quantity _____	Amount _____

Travel (field trips, service projects, etc.)

Event Name _____ Amount _____

Travel Form # _____

Amount to be paid from?

Earned _____

Allocated _____

Total Requested _____

Amount Approved _____

Actual Spent _____

Contact Information

Advisor Signature _____ Date _____ Email _____

Student Signature _____ Date _____ Email _____

Please attach any information that OSA will need to verify amounts provided, and the club meeting minutes indicating that the club voted on these expenditures for this event.