

# EVENT BUDGET APPROVAL FORM

for \_\_\_\_\_  
Organization Name

**RETURN Approval Form to your Treasurer by this date:**

**EVENT:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

Co-Chair: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Co-Chair: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## BUDGET ITEMS

Budget: (i.e. Food-30 bags of chips + 12 bottles soda: \$80; Cash Advance for change/purchases: \$150)

**T-shirt & catalogue orders: See SLS Office Manager to start the P.O.**

ITEM <small>Food, Decorations, Band, Speaker, Travel, Shirts</small>	AMOUNT	PAYMENT METHOD <small>Cash Advance, P.O. or Student payment for reimbursement</small>	DATE FUNDS NEEDED
<b>TOTAL Requested: \$</b>			

Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Signature Required on Requests EXCEEDING \$1,000**