2010-2011 CSA Allocations
Programming Funds Audit Form

Due to the Center for Student Leadership and Service in the Ohio Union, attn: Jeff Pelletier, within 30 days of the scheduled program date.
Do NOT return audits to the Information Center or Administrative Office.

This form must be completed by the treasurer. If you are the program planner, please consult with the treasurer to ensure accuracy.

Full Student Organization Name:

Title of Program:

Date of Program:

Directions: Please follow the example and fill out information for each receipt you are turning in. The receipts must be original and itemized in order to count towards the reimbursement.

<table>
<thead>
<tr>
<th>Category</th>
<th>Vendor(s)</th>
<th>Amount Spent</th>
<th>Explanation</th>
<th>Audited Amt. [Office Only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Entertainment</td>
<td>Ex. Southwest</td>
<td>Ex. $290</td>
<td>Ex. Speaker Flight</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mr. Brutus</td>
<td>$200</td>
<td>Speaker Fee (waived)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staples</td>
<td>$45.67</td>
<td>Printer cartridge, nametags</td>
<td></td>
</tr>
</tbody>
</table>

Speaker Costs

Entertainment

OSU Facilities

Security and Safety

Equipment Rental

Consumable supplies

Food and beverages - 33%*

Publicity - 20%*

max rate = Resource Room
Cost for same services

Take-Aways - 20%*

Apparel - 15%*

Other

TOTAL EXPENSES
<table>
<thead>
<tr>
<th>Use for Service/Outreach Programs only:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transportation</strong></td>
</tr>
<tr>
<td>(max. 50%)</td>
</tr>
<tr>
<td><strong>Lodging</strong></td>
</tr>
<tr>
<td>(max. 50%)</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
</tr>
</tbody>
</table>

**Program Evaluation**

In an effort to keep track of all the great things student organizations at OSU are doing, we ask that you fill out this mini evaluation of the program your organization received funding for. We ask that you are honest in your evaluation, as nothing stated here will affect future funding decisions. We are simply using it to keep track of the exciting programs OSU students are putting on. Thanks!

Attendance at program:  
Number of students at program:

Brief evaluation of program (include information such as topic of event, speaker presentation information, general feedback from others, changes you would make, etc):

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I certify that the information presented in the audit is accurate and that this event did not generate income which profited the organization. I understand that any misinformation may jeopardize this organization’s funding and result in judicial action.

Treasurer Name (Please print):

Treasurer Signature:

Treasurer OSU username #: Date:  

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