

2011-2012 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.

Received: _____
Program # _____
App. Date _____
App. Amt: \$ _____
Reim. Amt: \$ _____
E-mail: _____
Vendor: _____
FOR OFFICE USE ONLY

Full Student Organization Name: _____

Title of Program: _____

Date of Program: _____

Directions

Follow the example and fill out information for each receipt you are turning in.
The receipts must be original, itemized, and legible in order to count towards the audit.
Please list each receipt separately - do not total receipts within any category.
Do not use highlighter on receipts - it will erase the printing and your receipt cannot be audited. Use a pen to make notes.
Refer to 2011-2012 Student Organization Guidelines for Fundable/Non-Fundable expenses for these categories.

Category <small>* % is of total program cost, not just category</small>	Vendor(s)	Amount Spent	Explanation	Audited Amt. [Office Only]
Ex. Entertainment	Ex. Southwest Mr. Brutus Staples	Ex. \$290 \$200 \$45.67	Ex. Speaker Flight Speaker Fee (waived) Printer cartridge, nametags	
Speaker Costs				
Entertainment				
OSU Facilities				
Personnel Labor				
Equipment Rental				
Consumable supplies				
Food and beverages - 40%*				
Publicity - 20%* <small>max rate = Resource Room Cost for same services</small>				
Take-Aways - 20%* <small>**Provide names of any gift card recipients on the back page of this audit form</small>				
Apparel - 20%*				
Other				
TOTAL EXPENSES				

