BUDGET

In this budget, include anticipated expenses related to your program, and please be as detailed as possible. For example, if your organization is hosting a mixer, don't forget to include smaller items (i.e., plates, napkins, utensils, catering, etc.). Because purchases will be made through UNT Dallas Student Affairs, you must bring to the meeting quotes for items or services to be purchased (e.g., a quote for shirts or food to be purchased for a program). INCLUDE QUOTES AND EXACT PRICES WHEN POSSIBLE.

STUDENT ORGANIZATION

Please include the name of the student organization on the line below.

Name of Student Organization/Chapter, if applicable

EVENT TITLE

Please include the name of the event program, etc. on the line below.

Title

BUDGET

Please use the space below to list items, quantity, and cost for the event. If you have a separate quote, please upload or submit that form with your funding request.

ITEM	QUANTITY	PRICE PER ITEM	TOTAL COST
Example: Cookies (1 box has 12 cookies)	2	\$9.50	\$19
		EVENT TOTAL*	\$

*Event Total is the sum of all items or the total cost of the event.