

**Small Appropriations Board**

**AT UNIVERSITY OF CALIFORNIA, MERCED**

**- RCO EVENT FUNDING PROPOSAL -**

**RCO Name:**

**Event Title:**

**Total Amount Requested:**

**FACILITIES –** [*insert requested amount here*]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FACILITY** | **VENDOR** | **RENTAL RATE** | **HOURS O/USE** | **TOTAL PRICE** |  |
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|  |  |  |  |  |
|  |

**HONORARIUM/SPEAKER –** [*insert requested amount here*]

**Name(s) of Honorarium/Speaker(s):**

**Description of Services/Cost:**

**PERFORMER –** [*insert requested amount here*]

**Name(s) of Performer(s):**

**Description of Services/Cost:**

**ADVERTISING –** [*insert requested amount here*]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **VENDOR** | **UNIT PRICE ($x.xx)** | **# O/ UNITS** | **TOTAL**  |  |
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|  |  |  |  |  |
|  |  | **SUBTOTAL** |
|  | **TAX**  |
|  | **GRAND TOTAL** |

**FOOD/DRINKS –** [*insert requested amount here*]

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| **ITEM** | **VENDOR** | **UNIT PRICE ($x.xx)** | **# O/ UNITS** | **TOTAL**  |  |
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|  |  | **SUBTOTAL** |
|  | **TAX (if applicable)** |
|  | **GRAND TOTAL** |

**ADDITIONAL SUPPLIES –** [*insert requested amount here*]

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| --- | --- | --- | --- | --- | --- |
| **ITEM** | **VENDOR** | **UNIT PRICE ($x.xx)** | **# O/ UNITS** | **TOTAL**  |  |
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|  |  | **SUBTOTAL** |
|  | **TAX**  |
|  | **GRAND TOTAL** |
|  |

**OTHER –** [*insert requested amount here*]

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| --- | --- | --- | --- | --- | --- |
| **ITEM** | **VENDOR** | **UNIT PRICE ($x.xx)** | **# O/ UNITS** | **TOTAL**  |  |
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|  |  | **SUBTOTAL** |
|  | **TAX**  |
|  | **GRAND TOTAL** |