Director of Student Activities

RCO EARLY Event Request Budget Sheet

**RCO Name:**

**Event Title:**

**Total Amount Requested:**

**FACILITIES**

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

**FOOD/DRINKS**

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

**ADDITIONAL SUPPLIES**

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

**OTHER**

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