



Director of Student Activities Early RCO Event Budget Breakdown

RCO Name:

Event Title:

Event Date:

Total Amount Requested:

FACILITIES:

FACILITY	VENDOR	RENTAL RATE	HOURS OF USE	TOTAL	
					SUBTOTAL
					TAX (if applicable)
					GRAND TOTAL

FOOD/DRINKS:

ITEM	VENDOR	UNIT PRICE	# OF UNITS	TOTAL	
					SUBTOTAL
					TAX (if applicable)
					GRAND TOTAL



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ADDITIONAL SUPPLIES:

ITEM	VENDOR	UNIT PRICE	# OF UNITS	TOTAL	
					SUBTOTAL
					TAX (if applicable)
					GRAND TOTAL

OTHER:

ITEM	VENDOR	UNIT PRICE	# OF UNITS	TOTAL	
					SUBTOTAL
					TAX (if applicable)
					GRAND TOTAL

FOR THE DOSA AND CHIEF ADMINISTRATIVE OFFICER USE ONLY:

BOTH SIGNATURES ARE NEEDED FOR BUDGET TO BE TRANSFERRED

DATE:

Virginia Manandeg, Director of Student Activities

DATE:

Connie McBride, Chief Administrative Officer