



Projected Club Expenses

Semester: Fall/Spring

Year: _____

Club Name _____ Date Submitted _____

Please enter all anticipated club expenses for the upcoming semester. This form will need to be turned into the Student Life Office along with your previous semester Spending Log. This information will help the Student Life Legislative Branch understand your club’s funding needs.

Please be very detailed. Include screenshots with pricing from vendors if buying equipment or supplies. Specify meeting dates if food is being purchased. Establish a retail source: Walmart, Little Caesars, Amazon etc. Include additional documentation if necessary.

Describe item(s) to be purchased:	Item(s) will be used for:	Date to be used:	Estimated Amount:
<i>Example: 3 pizzas from Little Caesars for club meeting</i>	<i>Club members</i>	<i>Jan 9, 2019</i>	<i>21.00</i>
		Total page 1:	\$

Reminder: tier two and tier three clubs may not request more than 50% of Student Life funding be used for refreshments/meals

Include itemized expenses: Vehicle transportation, airfare, hotel, meals, fees etc. Break down costs so we can determine a price per person.			
Traveling Expense:	Number of People:	Price Per Person:	Total:
<i>Example: Snow Motor pool travel to Provo for field trip</i>	<i>8</i>	<i>\$18</i>	<i>\$144</i>
		Total page 2:	\$
		Total all projected expenses pages 1 & 2:	\$

Total anticipated expenses: \$ _____

Club Advisor _____
Signature

Date _____

Club President _____
Signature

Date _____